

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2026/01

Date:05-01-2026

Employee Information

Employee Name:	Md. Abdur Rohman Rakib	Separation Effective Date:	25-Mar-25
Employee ID:	20412	Length of Service:	1 years 3 Months 22 Days
Post Name:	Paramedic	Salary paid up to:	28-Feb-25
Branch / Department:	Sitakunda Chattogram	Separation Type:	Contract Not Renewed
Branch / Department Code	4091	Notice Period:	01 Month
Employment Type:	Contractual	Notice Period Completed:	0 Days
Date of joining:	3-Dec-2023	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01834228934
Last Working Day	13-Mar-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	15,700	13	6,584
A.Total salary Dues			6,584

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	-	-	-	-
B.Total Gratuity Dues				-

Additional Payment	Amount
One Month Additional Salary	15,700
TA & DA / Field trips (Security Allowance and Field Trips)	629
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	1,390
Over Time (March & April,2025)	-
C.Total Additional Payment	32,719

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
Income Tax	-
D.Total Deduction	-
E.Total Payable / Receivable (A+B+C-D)	39,303

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	-	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	-		-
Profit on Organization Contribution	-		-
Total	-	Total PF Payable	-

Total Salary & Others (E)	39,303
Total Provident Fund	-
Total End of Service Benefit	39,303
In Words: Thirty Nine Thousand Three Hundred Three Taka Only.	

Prepared By Md. Abdur Rohman Rakib 05-01-26

Checked By Md. Ansarul Hoque 05-01-26

Reviewed By Md. Ansarul Hoque 05-01-26

Approved By Md. Abdur Rakib 05-01-26

Employee Acknowledgement

BDT 39,303	Received From/	Yaid To Shakti Foundation	Receiver's Name:
In Words: Thirty Nine Thousand Three Hundred Three Taka Only.			Signature & Date:

**Process and Calculation
is Audited based on
supporting documents**

Md. Ansarul Hoque
Deputy General Manager
Assistant Audit & Legal Department
Shakti Foundation for Disadvantaged Women

Md. Abdur Rakib
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

checked by
Md. Ansarul Hoque