

**Shakti Foundation For Disadvantaged Women
Employee Final Settlement**

Reference: Shakti/ Finance /Treasury/EFS/2025/335

Date:15-03-2026

Employee Information

Employee Name:	Most. Asma Khatun	Separation Effective Date:	06-Jan-26
Employee ID:	20375	Length of Service:	2 years 1 Months 18 Days
Post Name:	Accountant	Salary paid up to:	30-Nov-25
Branch / Department:	Mohanpur Rajshahi	Separation Type:	Resignation
Branch / Department Code	0230	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 30 Days
Date of joining:	19-Nov-2023	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jun-2024	Leave without Pay (Days)	0 Days
Resignation Submission Date	7-Dec-2025	Contact Number	01701734965
Last Working Day	5-Jan-2026	Payment Account :	salary

Salary Information	Amount	Day's	Amount
Gross	26,500	36	30,774
A.Total salary Dues			30,774

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

Additional Payment	Amount
Leave Encashment	4,417
TA & DA / Field trips	2,903
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	1,394
Due Distance Allowance -	-
Security Deposit	15,000
Security Deposit Interest	1,390
Over Time (March & April,2025)	-
C.Total Additional Payment	25,104

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Security Deposit	-
Security Deposit Interest	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
One Month Salary	-
Abashon Rent	-
Income Tax	-
D.Total Deduction	-
E.Total Payable / Receivable (A+B+C-D)	55,878

Shakti Foundation (Finance)
18 MAR 2026

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	17,670	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	1,212		-
Profit on Organization Contribution	-		-
Total	18,882	Total PF Payable	-

Process and Calculation
is Audited based on
supporting documents

Total Salary & Others (E)	55,878
Total Provident Fund	18,882
Total End of Service Benefit	74,760
Seventy Four Thousand Seven Hundred Sixty only	

Prepared By M Rahman
15.03.26

Checked By [Signature]
15.3.26

Reviewed By [Signature]
14/03

Approved by [Signature]
Md. Abdul Halim
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement	Receiver's Name:
BDT 74,760 received From/ <input type="checkbox"/> paid To Shakti Foundation	Signature & Date:
Seventy Four Thousand Seven Hundred Sixty only	

checked by [Signature]

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

20375

02. Account Holder Name:

Most. Asma khatoon.

03. Bank Account No:

1060306430001

04. Bank Name:


BRAC Bank Ltd.

05. Bank Branch Name:

Jessore

06. Employee Mobile No:

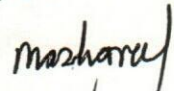
01701-734065

07. Employee Name & Signature: Most. Asma khatoon 

Verified By Supervisor's

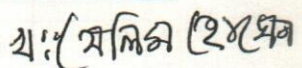
Name (BM): MAZHARUL ISLAM

EIN: 13480


Signature: 

Date: 8/12/26

Verified By Supervisor's

Name (AS): 

EIN: 28609

Signature: 

Date: 05.01.26