

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

Reference: Shakti/ Finance /Treasury/EFS/2025/333
Employee Information

Date:15-03-2026

| | | | |
|-----------------------------|------------------|---------------------------------|--------------------------|
| Employee Name: | Alpana Begum | Separation Effective Date: | 10-Jul-25 |
| Employee ID: | 2499 | Length of Service: | 16 years 8 Months 8 Days |
| Post Name: | Peon Cum Cook | Salary paid up to: | 30-Jun-25 |
| Branch / Department: | Nandina Jamalpur | Separation Type: | Resignation |
| Branch / Department Code | 0216 | Notice Period: | 01 Month |
| Employment Type: | Daily Basis | Notice Period Completed: | 0 Months 1 Days |
| Date of joining: | 2-Nov-2008 | Annual Leave Encashment Balance | 0 Days |
| Date of Confirmation: | | Leave without Pay (Days) | 0 Days |
| Resignation Submission Date | 9-Jul-2025 | Contact Number | 01777338069 |
| Last Working Day | 9-Jul-2025 | Payment Account : | salary |

| Salary Information | Amount | Day's | Amount |
|----------------------------|--------|-------|--------------|
| Gross | 425 | 6 | 2,550 |
| A.Total salary Dues | | | 2,550 |

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

| Additional Payment | Amount |
|-----------------------------------|----------------|
| Retierment Allowance | 153,000 |
| TA & DA / Field trips | - |
| DSA | - |
| Motor Cycle Allowance | - |
| Ancholik Allowance | - |
| Shurakkha Bhata | - |
| Due Distance Allowance | - |
| Security Deposit | - |
| Security Deposit Interest | - |
| Over Time (March & April,2025) | - |
| C.Total Additional Payment | 153,000 |

| 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) | 155,550 |

Shakti Foundation (Finance)
RECEIVED
10 MAR 2026
THRS

| 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 | | | - |

Process and Calculation
is Audited based on
supporting documents

| | |
|------------------------------------------------------|---------|
| Total Salary & Others (E) | 155,550 |
| Total Provident Fund | - |
| Total End of Service Benefit | 155,550 |
| One Lakh Fifty Five Thousand Five Hundred Fifty only | |

Prepared By *M Radman*
15.03.26

Checked By *[Signature]*
15.3.26

Reviewed By *[Signature]*
16.3.26
1407

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

| Employee Acknowledgement | Receiver's Name: |
|--------------------------------------------------------------------------------------------------------|-------------------|
| BDT 155,550 <input type="checkbox"/> received From/ <input type="checkbox"/> paid To Shakti Foundation | Signature & Date: |
| One Lakh Fifty Five Thousand Five Hundred Fifty only | |

Checked by *[Signature]*

Employee Personal Bank Account Informaton

Required Information

01. Employee EIN :

02499

02. Account Holder Name:

Mst. Alpana Begum

03. Bank Account No:

2618100013058

04. Bank Name:

Sonali Bank PLC

05. Bank Branch Name:

Nandina Branch, Jamalpur

06. Employee Mobile No:

01777338069

07. Employee Name & Signature:

মস্তুক আহমেদ

Verified By Supervisor's

Name (BM): Md. Emranur Rahman

EIN: 12050

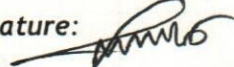
Signature: 

Date: 09.07.2025

Verified By Supervisor's

Name (AS): MD. MOSTAK AHMED

EIN: 00686

Signature: 

Date: 21.07.25.