

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

Reference: Shakti/ Finance /Treasury/EFS/2025/545

Date:30-10-2025

Employee Information

| | | | |
|-----------------------------|---------------------|---------------------------------|-------------------------|
| Employee Name: | Most. Nasrin Khatun | Separation Effective Date: | 03-Sep-25 |
| Employee ID: | 19959 | Length of Service: | 2 years 0 Months 3 Days |
| Post Name: | Sales Executive | Salary paid up to: | 31-Jul-25 |
| Branch / Department: | Shakti Pharma | Separation Type: | Resignation |
| Branch / Department Code | 20110111 | Notice Period: | 01 Month |
| Employment Type: | Contractual | Notice Period Completed: | 1 Months 0 Days |
| Date of joining: | 31-Aug-2023 | Annual Leave Encashment Balance | 0 Days |
| Date of Confirmation: | | Leave without Pay (Days) | 0 Days |
| Resignation Submission Date | 3-Aug-2025 | Contact Number | 01713982701 |
| Last Working Day | 2-Sep-2025 | Email ID : | - |

| Salary Information | Amount | Day's | Amount |
|----------------------------|--------|-------|---------------|
| Gross | 17,000 | 33 | 18133 |
| A.Total salary Dues | | | 18,133 |

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

| Additional Payment | Amount |
|-----------------------------------|--------------|
| Leave Encashment | - |
| TA & DA / Field trips | - |
| Holiday Allowance | 300 |
| Motor Cycle Allowance | - |
| Ancholik Allowance | - |
| Shurakkha Bhata | 2,480 |
| Distance Allowance | - |
| Security Deposit | - |
| Security Deposit Interest | - |
| Saving Drive Incentive | 600 |
| C.Total Additional Payment | 3,380 |

| 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) | 21,513 |

| 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) | 21,513 |
| Total Provident Fund | - |
| Total End of Service Benefit | 21,513 |

In Words: Twenty One Thousand Five Hundred Thirteen Taka Only.

Prepared By M. Rahman 30.10.2025
 Checked By [Signature]
 Reviewed By [Signature] 30.10.2025
 Approved By [Signature] 30.10.2025

| Employee Acknowledgement | |
|--|---|
| BDT 21,513 | Received From/ <input type="checkbox"/> Paid To Shakti Foundation |
| In Words: Twenty One Thousand Five Hundred Thirteen Taka Only. | |

Process and Calculation
is Audited based on
supporting documents

Internal Audit and Legal Department
Shakti Foundation for Disadvantaged Women
Receiver's Name: _____
Signature & Date: _____

checked by
[Signature]