

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

Reference: Shakti/ Finance /Treasury/EFS/2025/265

Date:15-02-2026

**Employee Information**

Employee Name:	Alam Mia	Separation Effective Date:	07-Nov-25
Employee ID:	19697	Length of Service:	2 years 4 Months 16 Days
Post Name:	Cleaner Cum Peon	Salary paid up to:	31-Oct-25
Branch / Department:	Asset Development & Management	Separation Type:	Resignation
Branch / Department Code	20090109	Notice Period:	01 Month
Employment Type:	Contractual	Notice Period Completed:	0 Months 8 Days
Date of joining:	22-Jun-2023	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date	30-Oct-2025	Contact Number	01758924258
Last Working Day	6-Nov-2025	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	16,500	6	3,300
<b>A.Total salary Dues</b>			<b>3,300</b>

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity				
<b>B.Total Gratuity Dues</b>				

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	-
Residential Allowance	-
Motor Cycle Allowance	1,200
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>1,200</b>

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	-
<b>D.Total Deduction</b>	
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>4,500</b>

**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	-		-
<b>Total</b>		<b>Total PF Payable</b>	

Total Salary & Others (E)	4,500
Total Provident Fund	4,500
Total End of Service Benefit	4,500
Four Thousand Five Hundred only	

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

Prepared By M Rakon 15.02.26

Checked By [Signature] 15.02.26

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

15.02.26  
Md. Abdul Halim  
Senior Director &  
Head of Finance &  
Shakti Foundation  
for Disadvantaged Women

**Employee Acknowledgement**

BDT 4,500  received From/  paid To Shakti Foundation for Disadvantaged Women

Four Thousand Five Hundred only

Receiver's Name: \_\_\_\_\_  
Signature & Date: \_\_\_\_\_

checked by [Signature]