

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

Reference: Shakti/ Finance /Treasury/EFS/2025/304

Date:28-02-2026

Employee Information

Employee Name:	Gopa Aditya Prima	Separation Effective Date:	30-Sep-25
Employee ID:	19193	Length of Service:	2 years 10 Months 10 Days
Post Name:	Medical Assistant	Salary paid up to:	30-Sep-25
Branch / Department:	Sadar Moulvibazar	Separation Type:	Contract Not Renewed
Branch / Department Code	4061	Notice Period:	01 Month
Employment Type:	Contractual	Notice Period Completed:	8 Months 30 Days
Date of joining:	20-Nov-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01700905542
Last Working Day	29-Sep-2025	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	16,700	0	
A.Total salary Dues			

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	-
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	-
Security Deposit Interest	15,000
Over Time (March & April,2025)	2,509
C.Total Additional Payment	17,509

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)	17,509

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)	17,509
Total Provident Fund	-
Total End of Service Benefit	17,509

বি.প্র.স্মারক নং: শক্তি/এইচ আর কমপ্লায়েন্স এবং সেপারেশন/ পলিসি সংশোধন ও সংযোজন নোট ইস্যু/২০২৫/০৫ মোতাবেক ৩০-০৯-২০২৫ দিনের বেতন প্রদান করা হয়েছে।

Prepared By: *[Signature]* 28-02-26
Checked By: *[Signature]* 04-03-26

Process and Calculation is Audited based on supporting documents

[Signature]
Md. Ansarul Hoque
Deputy General Manager
Assistant Audit & Finance Department
Shakti Foundation for Disadvantaged Women

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

Employee Acknowledgement	
BDT 17,509	Received From/
Seventeen Thousand Five Hundred Nine only	Yaid To Shakti Foundation
Signature & Date:	

Checked by AAJ