

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

Reference: Shakti/ Finance /Treasury/EFS/2025/294

Date:01-04-2026

**Employee Information**

Employee Name:	Nurtaz Parvin	Separation Effective Date:	30-Sep-25
Employee ID:	16435	Length of Service:	4 years 0 Months 23 Days
Post Name:	Medical Assistant	Salary paid up to:	30-Sep-25
Branch / Department:	Boalia Rajshahi	Separation Type:	Contract Not Renewed
Branch / Department Code	4093	Notice Period:	0 Month
Employment Type:	Contractual	Notice Period Completed:	0 Month
Date of Joining:	7-Sep-2021	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01313365840
Last Working Day (As per Attendance)	30-Sep-2025	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	21,500	0	-
<b>A.Total salary Dues</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	-
DSA	540
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	540

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Security Deposit	-
Security Deposit Interest	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
One day Salary	-
Abashon Rent	-
Income Tax	-
<b>D.Total Deduction</b>	-
<b>E.Total Payable / Receivable (A+B+C-D)</b>	540

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>	-

<b>Total Salary &amp; Others (E)</b>	540
<b>Total Provident Fund</b>	-
<b>Total End of Service Benefit</b>	540
Five Hundred Forty only	

Process and Calculation  
is Audited based on  
supporting documents

বি.স.স্বাক্ষরক নং: শক্তি/এইচ আর কমন্স/এফস এবং সেগারেশন/ পলিসি সংশোধন ও সংযোজন শীট ইস্যু/২০২৫/০৫ মোতাবেক ৩০-০৯-২০২৫ তারিখে বেতন প্রদান করা হয়েছে।

Prepared By: *M Rahman* 01.04.2026  
Checked By: *Parvin* 01.04.2026

Approved By: *Abdul Halim* 01.04.2026

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

Employee Acknowledgement	Receiver's Name:
BDT 540 <input type="checkbox"/> received From/ <input type="checkbox"/> paid To Shakti Foundation	Signature & Date:
Five Hundred Forty only	

Checked by *Parvin*