

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

Reference: Shakti/ Finance /Treasury/EFS/2026/87

Date:10-03-2026

Employee Information

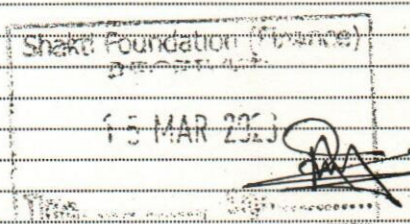
Employee Name:	Sharmirn Akther Sumona	Separation Effective Date:	09-Dec-25
Employee ID:	20555	Length of Service:	1 years 10 Months 25 Days
Post Name:	Medical Assistant	Salary paid up to:	31-Oct-25
Branch / Department:	Sadar Habiganj	Separation Type:	Resignation
Branch / Department Code	4084	Notice Period:	0 1 Month
Employment Type:	Contractual	Notice Period Completed:	1 Months 0 Days
Date of joining:	14-Jan-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date	9-Nov-2025	Contact Number	01723937414
Last Working Day	8-Dec-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	15,500	38	19,500
A.Total salary Dues			19,500

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

Additional Payment	Amount
Security & Field Trips	1,510
TA & DA / Field trips	2,265
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	1,311
One Month Salary	-
C.Total Additional Payment	20,086

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Bicycle 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)	39,586



 SHAKTI FOUNDATION (Private)

 15 MAR 2026

 SAA

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)	39,586
Total Provident Fund	-
Total End of Service Benefit	39,586

In Words: Thirty Nine Thousand Five Hundred Eighty Six Taka Only.

Prepared By M Rahman 10.08.26

Checked By [Signature] 10.03.26

Reviewed By [Signature] 10.03.26

Approved By [Signature] 10.03.26
 Md. Abdul Halim
 Senior Director &
 Head of Finance &
 Shakti Foundation
 for Disadvantaged Women

Employee Acknowledgement

BDT 39,586 received From/ paid To Shakti Foundation

In Words: Thirty Nine Thousand Five Hundred Eighty Six Taka Only.

Receiver's Name:
Signature & Date:

checked by [Signature]