

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

Reference: Shakti/ Finance /Treasury/EFS/2025/499

Date:25-10-2025

Employee Information

| | | | |
|-----------------------------|------------------|---------------------------------|--------------------------|
| Employee Name: | Parves Matubber | Separation Effective Date: | 01-Sep-25 |
| Employee ID: | 21506 | Length of Services: | 0 years 11 Months 2 Days |
| Post Name: | Ambulance Driver | Salary paid up to: | 31-Jul-25 |
| Branch / Department: | Vatara Dhaka | Separation Type: | Resignation |
| Branch / Department Code | 4015 | Notice Period: | 01 Month |
| Employment Type: | Contractual | Notice Period Completed: | 0 Months 5 Days |
| Date of joining: | 30-Sep-2024 | Annual Leave Encashment Balance | 0 Days |
| Date of Confirmation: | | Leave without Pay (Days) | 0 Days |
| Resignation Submission Date | 27-Aug-2025 | Contact Number | 01862192387 |
| Last Working Day | 31-Aug-2025 | Email ID : | - |

| Salary Information | Amount | Day's | Amount |
|----------------------------|--------|-------|---------------|
| Gross | 18,000 | 31 | 18,000 |
| A.Total salary Dues | | | 18,000 |

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

| Additional Payment | Amount |
|-------------------------------------|---------------|
| One Month Additional Salary | 18,000 |
| TA & DA / Field trips | - |
| Lunch Allowance /Dearness allowance | 1,700 |
| Motor Cycle Allowance | - |
| Ancholik Allowance | - |
| Shurakkha Bhata | - |
| Due Distance Allowance | - |
| Security Deposit | - |
| Security Deposit Interest | - |
| Over Time (March & April,2025) | - |
| C.Total Additional Payment | 19,700 |

| 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) | 37,700 |

| 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) | 37,700 |
| Total Provident Fund | - |
| Total End of Service Benefit | 37,700 |

Thirty Seven Thousand Seven Hundred Taka Only.

Prepared By M. Rahman
25.10.25

Checked By [Signature]
25.10.25

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

Reviewed By Md. Anwarul Hoque
Deputy General Manager
Assistant Audit Coordinator
Internal Audit Department
Shakti Foundation for Disadvantaged Women

Approved By Md. Anwarul Haque
General Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT 37,700 ☐ Received From/ ☐ Paid To Shakti Foundation

In Words: Thirty Seven Thousand Seven Hundred Taka Only.

Signature & Date:

checked by [Signature]