

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

Reference: Shakti/ Finance /Treasury/EFS/2025/296

Date:28-02-2026

Employee Information

Employee Name:	Most. Aduri Khatun	Separation Effective Date:	30-Sep-25
Employee ID:	19369	Length of Service:	2 years 8 Months 13 Days
Post Name:	Paramedic	Salary paid up to:	30-Sep-25
Branch / Department:	Mawna Gazipur	Separation Type:	Contract Not Renewed
Branch / Department Code	4102	Notice Period:	01 Month
Employment Type:	Contractual	Notice Period Completed:	8 Months 30 Days
Date of joining:	17-Jan-2023	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01313365885
Last Working Day	29-Sep-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	17,500	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)	2,343
C.Total Additional Payment	17,343

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)	17,343



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	-

Process and Calculation
Is Audited based on
supporting documents

Total Salary & Others (E)	17,343
Total Provident Fund	-
Total End of Service Benefit	17,343

বি.দ্র.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: JMB 28-02-26
Checked By: [Signature] 04-03-26

Reviewed By: [Signature]
Md. Anwarul Hoque
Deputy General Manager
Assistant Audit & Legal
Internal Audit & Legal Department
Shakti Foundation for Disadvantaged Women

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

Employee Acknowledgement	Receiver's Name:	Signature & Date:
BDT 17,343		
Seventeen Thousand Three Hundred Forty Three only		

checked by
[Signature]