

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2026/09

Date:08-01-2026

Employee Information

Employee Name:	Most. Beauty Akter	Separation Effective Date:	31-Oct-25
Employee ID:	20271	Length of Service:	1 years 11 Months 30 Days
Post Name:	Paramedic	Salary paid up to:	30-Sep-25
Branch / Department:	Gouripur Mymensingh	Separation Type:	Contract Not Renewed
Branch / Department Code	4086	Notice Period:	0 Month
Employment Type:	Permanent	Notice Period Completed:	0 Days
Date of joining:	1-Nov-2023	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01735408279
Last Working Day	30-Oct-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	16,500	29	15,435
A.Total salary Dues			15,435

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

Additional Payment	Amount
One Month Additional Salary	-
TA & DA / Field trips (Security & Field Trips)	1,403
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	375
Over Time (March & April,2025)	-
C.Total Additional Payment	16,778

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)	32,213

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)	32,213
Total Provident Fund	-
Total End of Service Benefit	32,213

In Words: Thirty Two Thousand Two Hundred Thirteen Taka Only.

Prepared By 08.01.26 Checked By 08.01.26

Reviewed By 08/01/2026 Director

Approved By 08/01/26 Senior Director & Head of Finance Shakti Foundation for Disadvantaged Women

Employee Acknowledgement

BDT 32,213 received From/ paid To Shakti Foundation

In Words: Thirty Two Thousand Two Hundred Thirteen Taka Only.

Signature & Date:

checked by 08/01/26

Shakti Foundation (Finance)
RECEIVED
13 JAN 2026
[Signature]

Process and Calculation
Is Audited based on
supporting documents

Internal Audit and Legal Department
Shakti Foundation for Disadvantaged Women
Receiver's Name: