

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

Reference: Shakti/ Finance /Treasury/EFS/2025/673

Date:25-11-2025

**Employee Information**

Employee Name:	Sabekun Nahar	Separation Effective Date:	31/Oct/25
Employee ID:	20917	Length of Service:	1 years 5 Months 29 Days
Post Name:	Senior Officer	Salary paid up to:	30-Sep-25
Branch / Department:	Human Resource Department	Separation Type:	Resignation
Branch / Department Code	20000002	Notice Period:	01 Month
Employment Type:	Probationary	Notice Period Completed:	0 Months 12 Days
Date of joining:	2-May-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date	19-Oct-2025	Contact Number	01817508108
Last Working Day	30-Oct-2025	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	22,000	30	21,290
<b>A.Total salary Dues</b>			<b>21,290</b>

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	-	-	-	-
<b>B.Total Gratuity Dues</b>				<b>-</b>

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	-
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	1,161
Security Deposit	-
Security Deposit Interest	-
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>1,161</b>

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	-
<b>D.Total Deduction</b>	<b>-</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>22,451</b>

**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			-
<b>Total</b>		<b>Total PF Payable</b>	<b>-</b>

<b>Total Salary &amp; Others (E)</b>	22,451
<b>Total Provident Fund</b>	
<b>Total End of Service Benefit</b>	<b>22,451</b>
Twenty Two Thousand Four Hundred Fifty One Taka Only.	

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

Prepared By

25/11/25

Checked By

25/11/25

Reviewed By

27/11/25

Md. Ismail Hossain  
Joint Director &  
Head of Treasury  
Shakti Foundation  
for Disadvantaged Women

**Employee Acknowledgement**

BDT 22,451 ☐ Received From/ ☐ Paid To Shakti Foundation

Receiver's Name:

Signature & Date:

In Words: Twenty Two Thousand Four Hundred Fifty One Taka Only.

Checked by  
[Signature]