

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

Date:10-03-2026

Reference: Shakti/ Finance /Treasury/EFS/2025/332

Employee Information

Employee Name:	Mamtaj Begum	Separation Effective Date:	05-Sep-25
Employee ID:	4771	Length of Service:	14 years 6 Months 4 Days
Post Name:	Peon Cum Cook	Salary paid up to:	31-Aug-25
Branch / Department:	Bajalia Chattogram	Separation Type:	Resignation
Branch / Department Code	0408	Notice Period:	01 Month
Employment Type:	Daily Basis	Notice Period Completed:	0 Months 1 Days
Date of joining:	1-Mar-2011	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date	4-Sep-2025	Contact Number	01830426648
Last Working Day	4-Sep-2025	Payment Account :	-

Salary Information	Amount	Day's	Amount
Gross	350	3	1,050
A.Total salary Dues			1,050

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

Additional Payment	Amount
Retirement Allowance	84,000
TA & DA / Field trips	-
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	84,000

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)	85,050

Shakti Foundation (Finance)
RECEIVED
15 MAR 2025
[Signature]

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 Payable	-

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

Total Salary & Others (E)	85,050
Total Provident Fund	-
Total End of Service Benefit	85,050
In Words: Eighty Five Thousand Fifty Taka Only.	

Prepared By *M. Rahman* 10-03-2026
 Checked By *[Signature]* 10-03-26
 Reviewed By *[Signature]* 15-3-26

Approved By *[Signature]* 15/03/26
 Md. Abul Haqim
 Senior Director &
 Head of Finance &
 Shakti Foundation
 for Disadvantaged Women

<p>Employee Acknowledgement</p> <p>BDT 85,050 <input type="checkbox"/> Received From/ <input type="checkbox"/> Paid To Shakti Foundation</p> <p>In Words: Eighty Five Thousand Fifty Taka Only.</p>	<p>Receiver's Name:</p> <p>Signature & Date:</p>
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Checked by
[Signature]