

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/635

Date:10-11-2025

Employee Information

Employee Name:	Shetu Rani Shil	Separation Effective Date:	17-Sep-25
Employee ID:	22631	Length of Service:	0 years 3 Months 17 Days
Post Name:	Medical Assistant	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:	1 Months 0 Days
Date of joining:	31-May-2025	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date	17-Aug-2025	Contact Number	01627971840
Last Working Day	16-Sep-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	15,000	47	23,000
A.Total salary Dues			23,000

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

Additional Payment	Amount
Security & Field Trips	-
TA & DA / Field trips	2,300
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	17,300

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	15,000
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
Income Tax	-
D.Total Deduction	15,000
E.Total Payable / Receivable (A+B+C-D)	25,300

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)	25,300
Total Provident Fund	-
Total End of Service Benefit	25,300
Twenty Five Thousand Three Hundred only	

Prepared By M. Rahman 10.11.25
Checked By [Signature] 10.11.25

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

Reviewed By [Signature] 10/11/25
Kamrul Hasan

Approved By [Signature]
Director & Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT 25,300	Received From/	Paid To Shakti Foundation	Receiver's Name:
Twenty Five Thousand Three Hundred only			Signature & Date:

checked by
AAH

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

22631

02. Account Holder Name:

Shetu Rani Shil

03. Bank Account No:

1121009325761

04. Bank Name:

Marcantile Bank

05. Bank Branch Name:

Velanagar

06. Employee Mobile No:

(01627971840

07. Employee Name & Signature:

Shetu Rani Shil



Verified By Supervisor's

Name (BM): Md. Ar-Amin

EIN: 12465

Signature: 

Date: 19.08.2025

Verified By Supervisor's

Name (ASX(Z.H.C)) Shahanaq par panvin

EIN: 01000

Signature: Shahanaq,

Date: 19.8.2025