

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

Reference: Shakti/ Finance /Treasury/EFS/2025/275

Date: 17-02-26

Employee Information

Employee Name:	Dulera Akter	Separation Effective Date:	17-Oct-25
Employee ID:	21968	Length of Service:	0 years 9 Months 23 Days
Post Name:	Medical Assistant	Salary paid up to:	30-Sep-25
Branch / Department:	Sadar Sherpur	Separation Type:	Resignation
Branch / Department Code	4057	Notice Period:	01 Month
Employment Type:	Contractual	Notice Period Completed:	0 Months 1 Days
Date of joining:	24-Dec-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date	16-Oct-2025	Contact Number	01304380611
Last Working Day	16-Oct-2025	Payment Account :	Salary

Salary Information	Amount	Day's	Amount
Gross	15,000	16	7,742
A.Total salary Dues			7,742

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	619
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	619

Deductions	Amount (S)
Financial Misappropriation	-
Motorecycle 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)	8,361

Shakti Foundation (Finance)
24 FEB 2025

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)	8,361
Total Provident Fund	-
Total End of Service Benefit	8,361

Eight Thousand Three Hundred Sixty One Taka Only.
Prepared By: *[Signature]* 17.02.26
Checked By: *[Signature]* 17.02.26

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

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

Employee Acknowledgement	Receiver's Name:
BDT <u>8,361</u> <input type="checkbox"/> Received From/ <input type="checkbox"/> Paid To Shakti Foundation	
In Words: Eight Thousand Three Hundred Sixty One Taka Only.	Signature & Date:

Checked by [Signature]