

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

Reference: Shakti/ Finance /Treasury/EFS/2025/52

Date:01-04-2026

**Employee Information**

Employee Name:	Mousumi Akter	Separation Effective Date:	30-Sep-25
Employee ID:	2634	Length of Service:	16 years 4 Months 25 Days
Post Name:	Paramedic	Salary paid up to:	30-Sep-25
Branch / Department:	Kadamtali-Keraniganj Dhaka	Separation Type:	Contract Not Renewed
Branch / Department Code	4027	Notice Period:	00 Month
Employment Type:	Contractual	Notice Period Completed:	00 Month
Date of joining:	5-May-2009	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01313365833
Last Working Day (As Per Attendance)	30-Sep-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	23,500	0	-
<b>A.Total salary Dues</b>			-

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

Additional Payment	Amount
Additional Salary	-
TA & DA / Field trips	-
Arrear	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
SDPS	-
SDPS Interest	-
<b>C.Total Additional Payment</b>	-

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Bicycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashaon Rent	-
One Days Salary Adjustment	-
<b>D.Total Deduction</b>	-
<b>E.Total Payable / Receivable (A+B+C-D)</b>	-

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>Total Salary &amp; Others (E)</b>	-
<b>Total Provident Fund</b>	-
<b>Total End of Service Benefit</b>	-
In Words: No Taka.	

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

বি.স: স্মারক নং: শক্তি/এইচ আর কমপ্লায়েন্স এবং সেপারেশন/ পলিশি সংশোধন ও সংযোজন নোট ইস্যু /২০২৫/০৫ মোতাবেক ৩০-০৯-২০২৫ তারিখের মধ্যে প্রদান করা

Prepared By M Rahman 01.04.2026  
Checked By [Signature] 01.04.26

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

Employee Acknowledgement	Receiver's Name:
BDT _____ received From/ _____ paid To Shakti Foundation	Signature & Date:
In Words: No Taka.	

*Checked by [Signature]*