

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

Reference: Shakti/ Finance /Treasury/EFS/2025/533

Date:22-10-2025

**Employee Information**

Employee Name:	Rujina Akther	Separation Effective Date:	30-Jul-25
Employee ID:	19497	Length of Service:	2 years 4 Months 24 Days
Post Name:	Medical Assistant	Salary paid up to:	30-Jun-25
Branch / Department:	Health	Separation Type:	Resignation
Branch / Department Code	0003	Notice Period:	01 Month
Employment Type:	Contractual	Notice Period Completed:	1 Months 0 Days
Date of joining:	6-Mar-2023	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date	30-Jun-2025	Contact Number	01307762991
Last Working Day	29-Jul-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	16,000	28	14452
<b>A.Total salary Dues</b>			<b>14,452</b>

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

Additional Payment	Amount
Security Allowance & Field Trips	1,355
TA & DA / Field trips	-
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>1,355</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>15,807</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>-</b>	<b>Total PF Payable</b>	<b>-</b>

<b>Total Salary &amp; Others (E)</b>	<b>15,807</b>
<b>Total Provident Fund</b>	<b>-</b>
<b>Total End of Service Benefit</b>	<b>15,807</b>
In Words: Fifteen Thousand Eight Hundred Seven Taka Only.	

Prepared By M. Rahman 22-10-25  
Checked By [Signature] 22-10-25

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

Reviewed By [Signature] 22-10-25  
Director

Approved By [Signature]  
Senior Director &  
Head of Finance  
Shakti Foundation  
For Disadvantaged Women

**Employee Acknowledgement**

BDT 15,807 ☐ Received From/ ☐ Paid To Shakti Foundation

Receiver's Name:  
Signature & Date:

In Words: Fifteen Thousand Eight Hundred Seven Taka Only.

checked by [Signature]

