

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

Date:29-02-2026

Reference: Shakti/ Finance /Treasury/EFS/2025/56

Employee Information

Employee Name:	Sharmin Akter	Separation Effective Date:	30-Sep-25
Employee ID:	2700	Length of Service:	16 years 3 Months 15 Days
Post Name:	Paramedic	Salary paid up to:	30-Sep-25
Branch / Department:	Bandar Narayanganj	Separation Type:	Contract Not Renewed
Branch / Department Code	4034	Notice Period:	00 Month
Employment Type:	Contractual	Notice Period Completed:	00 Month
Date of joining:	15-Jun-2009	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01647652747
Last Working Day (As per Attendance)	30-Sep-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	20,700	0	-
A.Total salary Dues			-

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

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	-
C.Total Additional Payment	-

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

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)	-
Total Provident Fund	-
Total End of Service Benefit	-
In Words: No Taka.	

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

বি.দ্র:স্মারক নং: শক্তি/এইচ আর কমপ্লায়েন্স এবং সেপারেশন/ পলিসি সংশোধন ও সংযোজন নোট/ইস্যু/২০২৫/০৫ মোতাবেক ৩০-০৯-২০২৫তারিখের বেতন প্রদান করা হয়েছে।

Prepared By M. Rahman 29-03-26

Checked By [Signature] 31-03-26

Reviewed By [Signature] 29-03-26

Approved By [Signature]
Md. Farukul Haqim
Senior Auditor &
Head of Finance &
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement	Receiver's Name:
BDT <input type="checkbox"/> Received From/ <input type="checkbox"/> Paid To Shakti Foundation	Signature & Date:
In Words: No Taka.	

Checked by [Signature]