

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

Reference: Shakti/ Finance /Treasury/EFS/2025/312

Date:01-03-2026

**Employee Information**

Employee Name:	Sahanaj Pervin	Separation Effective Date:	30-Sep-25
Employee ID:	9526	Length of Service:	9 years 3 Months 18 Days
Post Name:	Medical Assistant	Salary paid up to:	30-Sep-25
Branch / Department:	Baliakandi Rajbari	Separation Type:	Contract Not Renewed
Branch / Department Code	4169	Notice Period:	01 Month
Employment Type:	Contractual	Notice Period Completed:	8 Months 30 Days
Date of joining:	12-Jun-2016	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	1842126255
Last Working Day	29-Sep-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	19,000	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
Leave Encashment	-
TA & DA / Field trips	-
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	

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

Total Salary & Others (E)		<b>Process and Calculation is Audited based on supporting documents</b>
Total Provident Fund		
Total End of Service Benefit		

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

Prepared By: *[Signature]* 01-03-26  
Checked By: *[Signature]* 04-03-26

**Md. Anisul Hoque**  
Deputy General Manager  
Assistant Audit Coordinator  
Internal Audit & Legal Department  
Shakti Foundation for Disadvantaged Women

**Md. Anwarul Haqim**  
Senior Director &  
Head of Finance  
Shakti Foundation  
for Disadvantaged Women

Employee Acknowledgement

BDT \_\_\_\_\_ received From/ \_\_\_\_\_ paid To Shakti Foundation for Disadvantaged Women Name: \_\_\_\_\_

Signature & Date: \_\_\_\_\_

*checked by  
[Signature]*