

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

Reference: Shakti/ Finance /Treasury/EFS/2025/331

Date:14-03-2026

Employee Information

Employee Name:	Jahanara Begum	Separation Effective Date:	21-Oct-25
Employee ID:	8279	Length of Service:	10 years 9 Months 3 Days
Post Name:	Peon Cum Cook	Salary paid up to:	30-Sep-25
Branch / Department:	Pakdi Madaripur	Separation Type:	Resignation
Branch / Department Code	0133	Notice Period:	01 Month
Employment Type:	Daily Basis	Notice Period Completed:	1 Months 6 Days
Date of joining:	18-Jan-2015	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date	15-Sep-2025	Contact Number	01942358228
Last Working Day	20-Oct-2025	Payment Account :	salary

Salary Information	Amount	Day's	Amount
Gross	400	12	4,800
A.Total salary Dues			4,800

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

Additional Payment	Amount
Retierment Allowance	96,000
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)	-
C.Total Additional Payment	96,000

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	-
D.Total Deduction	-
E.Total Payable / Receivable (A+B+C-D)	100,800



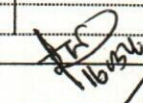
 Shakti Foundation (Finance)
 18 MAR 2026
 Time: _____

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	-

Process and Calculation
 is Audited based on
 supporting documents

Total Salary & Others (E)	100,800
Total Provident Fund	-
Total End of Service Benefit	100,800
In Words: One Lac Eight Hundred Taka Only.	

Prepared By M Rakon 15.03.26
 Checked By [Signature] 15.03.26
 Reviewed By [Signature] 16.3.26


 Approved
 Md. Abdul Halim
 Senior Director &
 Head of Finance
 Shakti Foundation
 for Disadvantaged Women

Employee Acknowledgement BDT <u>100,800</u> received From/ <input type="checkbox"/> paid To Shakti Foundation In Words: One Lac Eight Hundred Taka Only.	Receiver's Name: Signature & Date:
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checked by [Signature]

Employee Personal Bank Account Informaton

Required Information

01. Employee EIN :

08279

02. Account Holder Name:

JAHANARA BEGUM

03. Bank Account No:

1881101045380

04. Bank Name:

PUBALI BANK PLC

05. Bank Branch Name:

MADARIPUR

06. Employee Mobile No:

01942-358228

07. Employee Name & Signature:

জাহানারা

Verified By Supervisor's

Name (BM): md. Hasan Mahmud

EIN: 13377

Signature: 

Date:

Verified By Supervisor's

Name (AS): Khem Abu Kashem

EIN: 00910

Signature: 

Date:

28-10-28
Khan Abu Kashem
Area Supervi.
EIN: 00910
Shakti Foundation