

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

Reference: Shakti/ Finance /Treasury/EFS/2026/326

Date:10-03-2026

**Employee Information**

|                             |                           |                                 |                          |
|-----------------------------|---------------------------|---------------------------------|--------------------------|
| Employee Name:              | Shaira Shirin Lisa        | Separation Effective Date:      | 06-Nov-25                |
| Employee ID:                | 22635                     | Length of Service:              | 0 years 4 Months 15 Days |
| Post Name:                  | Accountant (Probationary) | Salary paid up to:              | 30-Sep-25                |
| Branch / Department:        | Dholaipar Dhaka           | Separation Type:                | Resignation              |
| Branch / Department Code    | 0043                      | Notice Period:                  | 01 Month                 |
| Employment Type:            | Probationary              | Notice Period Completed:        | 0 Months 30 Days         |
| Date of joining:            | 22-Jun-2025               | Annual Leave Encashment Balance | 0 Days                   |
| Date of Confirmation:       |                           | Leave without Pay (Days)        | 0 Days                   |
| Resignation Submission Date | 7-Oct-2025                | Contact Number                  | 01781474786              |
| Last Working Day            | 5-Nov-2025                | Payment Account :               | salary                   |

| Salary Information         | Amount | Day's | Amount        |
|----------------------------|--------|-------|---------------|
| Gross                      | 20,000 | 36    | 23,333        |
| <b>A.Total salary Dues</b> |        |       | <b>23,333</b> |

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

| Additional Payment                | Amount        |
|-----------------------------------|---------------|
| Leave Encashment                  | -             |
| TA & DA / Field trips             | -             |
| DSA                               | 2,333         |
| Motor Cycle Allowance             | -             |
| Ancholik Allowance                | -             |
| Shurakkha Bhata                   | -             |
| Due Distance Allowance            | 1,400         |
| Security Deposit                  | -             |
| Security Deposit Interest         | 15,000        |
| Over Time ( March & April,2025)   | -             |
| <b>C.Total Additional Payment</b> | <b>18,733</b> |

| Deductions                                    | Amount (S)    |
|---|---------------|
| Financial Misappropriation                    | -             |
| Motorecycle Loan                              | -             |
| Security Deposit                              | -             |
| Security Deposit Interest                     | 15,000        |
| Mobile Phone Handset Loan                     | -             |
| Mobile Phone Subsidy                          | -             |
| 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>15,000</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>-</b>   |                     | <b>-</b>   |

Process and Calculation  
is Audited based on  
supporting documents

|                                      |               |
|--------------------------------------|---------------|
| Total Salary & Others (E)            | 27,066        |
| Total Provident Fund                 | -             |
| Total End of Service Benefit         | -             |
| Twenty Seven Thousand Sixty Six only | <b>27,066</b> |

Prepared By M Rahman  
10.03.26

Checked By [Signature]  
10.03.26

Reviewed By [Signature]  
15.3.26  
14019

Approved By [Signature]  
10.03.26  
Md. Abul Hailim  
Senior Director &  
Head of Finance &  
Shakti Foundation  
for Disadvantaged Women

| Employee Acknowledgement  | Receiver's Name:  |
|---|-------------------|
| BDT 27,066 <input type="checkbox"/> received From/ <input type="checkbox"/> paid To Shakti Foundation | Signature & Date: |
| Twenty Seven Thousand Sixty Six only  |                   |

checked by  
[Signature]