

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

Reference: Shakti/ Finance /Treasury/EFS/2025/303

Date:28-02-2026

Employee Information

Employee Name:	Rima Akter	Separation Effective Date:	30-Sep-25
Employee ID:	19148	Length of Service:	2 years 10 Months 29 Days
Post Name:	Medical Assistant	Salary paid up to:	30-Sep-25
Branch / Department:	Chattagram Hathazari	Separation Type:	Contract Not Renewed
Branch / Department Code	4013	Notice Period:	01 Month
Employment Type:	Contractual	Notice Period Completed:	8 Months 30 Days
Date of joining:	1-Nov-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	
Last Working Day	29-Sep-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	17,400	0	-
A.Total salary Dues			-

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	-
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	2,563
Over Time (March & April,2025)	-
C.Total Additional Payment	17,563

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)	17,563

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)	17,563
Total Provident Fund	-
Total End of Service Benefit	17,563

Seventeen Thousand Five Hundred Sixty Three only
 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]* 28-02-26
 Checked By: *[Signature]* 04.03.26
 Approved By: *[Signature]* 18/02/26

Employee Acknowledgement	
BDT 17,563	received From/
Seventeen Thousand Five Hundred Sixty Three only	paid To Shakti Foundation
	Signature & Date:

Shakti Foundation (Finance)
 08 MAR 2026
[Signature]

Process and Calculation
 is Audited based on
 supporting documents

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

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

Checked by
[Signature]