

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

Reference: Shakti/ Finance /Treasury/EFS/2025/274

Date: 17-02-26

**Employee Information**

Employee Name:	Most. Rukhsana Khatun	Separation Effective Date:	5-Dec-2025
Employee ID:	11577	Length of Service:	7 years 11 Months 23 Days
Post Name:	Medical Assistant	Salary paid up to:	31-Oct-25
Branch / Department:	Boardbazar Gazipur	Separation Type:	Resignation
Branch / Department Code	4128	Notice Period:	01 Month
Employment Type:	Contractual	Notice Period Completed:	1 Months 0 Days
Date of joining:	12-Dec-2017	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date	5-Nov-2025	Contact Number	01773946319
Last Working Day	4-Dec-2025	Payment Account :	Salary

Salary Information	Amount	Day's	Amount
Gross	19,000	34	21,452
<b>A.Total salary Dues</b>			<b>21,452</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	2,032
Field trips	1,355
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>	<b>3,387</b>

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
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>24,839</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>	<b>-</b>

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

Total Salary & Others (E)	24,839
Total Provident Fund	-
<b>Total End of Service Benefit</b>	<b>24,839</b>
Twenty Four Thousand Eight Hundred Thirty Nine Taka Only.	

Prepared By: Rummi 17.02.26  
 Checked By: [Signature] 17.02.26

Receiver's Name: \_\_\_\_\_  
 Signature & Date: \_\_\_\_\_

BDT 24,839  Received From/  Paid To Shakti Foundation

In Words: Twenty Four Thousand Eight Hundred Thirty Nine Taka Only.

Checked by [Signature]