

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

Reference: Shakti/ Finance /Treasury/EFS/2025/293

Date:28-02-2026

Employee Information

Employee Name:	Mst. Arzina Akter	Separation Effective Date:	30-Sep-25
Employee ID:	16786	Length of Service:	3 years 10 Months 22 Days
Post Name:	Medical Assistant	Salary paid up to:	30-Sep-25
Branch / Department:	Sadar Dinajpur	Separation Type:	Contract Not Renewed
Branch / Department Code	4053	Notice Period:	01 Month
Employment Type:	Contractual	Notice Period Completed:	8 Months 30 Days
Date of joining:	8-Nov-2021	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01568454131
Last Working Day	29-Sep-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	17,000	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	-
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	

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

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)	
Total Provident Fund	
Total End of Service Benefit	

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

বি. দ্র. স্মারক নং: শক্তি/এইচ আর কমপ্লায়েন্স এবং সেপারেশন/ পলিসি সংশোধন ও সংযোজন নোট ইস্যু/২০২৫/০৫ মোতাবেক ৩০-৯-২০২৫ দিনের বেতন প্রদান

Prepared By: *[Signature]* 28-02-26
Checked By: *[Signature]* 04.03.26

[Signature]
Md. Anwarul Hoque
Deputy General Manager
Assistant Audit & Legal Department
Internal Audit & Legal Department
Shakti Foundation for Disadvantaged Women

[Signature]
Md. Anwarul Hoque
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement	
BDT <input type="text"/> received From/	<input type="text"/> paid To Shakti Foundation
0	Signature & Date:

*checked by
AAO.*