

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/637

Date:10-11-2025

Employee Information

| | | | |
|-----------------------------|----------------------|---------------------------------|-------------------------|
| Employee Name: | Mst. Ranu Alma | Separation Effective Date: | 07-Aug-25 |
| Employee ID: | 22016 | Length of Service: | 0 years 7 Months 2 Days |
| Post Name: | Medical Assistant | Salary paid up to: | 30-Jun-25 |
| Branch / Department: | Khajurabazar Jessore | Separation Type: | Resignation |
| Branch / Department Code | 4214 | Notice Period: | 01 Month |
| Employment Type: | Contractual | Notice Period Completed: | 0 Months 30 Days |
| Date of joining: | 5-Jan-2025 | Annual Leave Encashment Balance | 0 Days |
| Date of Confirmation: | | Leave without Pay (Days) | 0 Days |
| Resignation Submission Date | 8-Jul-2025 | Contact Number | 01719080630 |
| Last Working Day | 6-Aug-2025 | Email ID : | - |

| Salary Information | Amount | Day's | Amount |
|----------------------------|--------|-------|---------------|
| Gross | 15,000 | 37 | 17,903 |
| A.Total salary Dues | | | 17,903 |

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

| Additional Payment | Amount |
|-----------------------------------|---------------|
| Security & Field Trips | 1,432 |
| TA & DA / Field trips | - |
| DSA | - |
| Motor Cycle Allowance | - |
| Ancholik Allowance | - |
| Shurakkha Bhata | - |
| Due Distance Allowance | - |
| Security Deposit | 15,000 |
| Security Deposit Interest | 375 |
| Over Time (March & April,2025) | - |
| C.Total Additional Payment | 16,807 |

| Deductions | Amount (S) |
|---|---------------|
| Financial Misappropriation | - |
| Motorcycle Loan | - |
| Mobile Phone Handset Loan | - |
| Mobile Phone Subsidy | - |
| Security Deposit | 15,000 |
| Security Deposit Interest | 375 |
| One Month Salary | - |
| Abashon Rent | - |
| Income Tax | - |
| D.Total Deduction | 15,375 |
| E.Total Payable / Receivable (A+B+C-D) | 19,335 |

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) | 19,335 |
| Total Provident Fund | - |
| Total End of Service Benefit | 19,335 |
| Nineteen Thousand Three Hundred Thirty Five only | |

Prepared By M. Rahman 10/11/25
Checked By [Signature] 10/11/25

Process and Calculation
Is Audited based on
supporting documents

Reviewed By [Signature] 10/11/25

Md. Abdur Kalam
Senior Finance &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

| | | | | |
|--|----------------|---------------------------|------------------|-------------------|
| BDT 19,335 | Received From/ | Paid To Shakti Foundation | Receiver's Name: | Signature & Date: |
| Nineteen Thousand Three Hundred Thirty Five only | | | | |

checked by
(12/11/25)

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

22016

02. Account Holder Name:

Mst. Rana Alma

03. Bank Account No:

7443249000001724

04. Bank Name:

United Commercial Bank PLC

05. Bank Branch Name:

Jessore - 245410947

06. Employee Mobile No:

01719080630

Mst. Rana Alma

Rana

07. Employee Name & Signature:

Verified By Supervisor's

Name (BM):

EIN:

Signature:

Date:

Verified By Supervisor's

Name (AS):

EIN:

Signature:

Date: