

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Date:25-01-2026

Reference: Shakti/ Finance /Treasury/EFS/2025/222

Employee Information

Employee Name:	Md. Rubel	Separation Effective Date:	04-Dec-25
Employee ID:	21658	Length of Service:	1 years 1 Months 26 Days
Post Name:	Ambulance Driver	Salary paid up to:	30-Nov-25
Branch / Department:	Chattogram Hathazari	Separation Type:	Contract Not Renewed
Branch / Department Code	4013	Notice Period:	01 Month
Employment Type:	Contractual	Notice Period Completed:	11 Months 4 Days
Date of joining:	8-Oct-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01831842456
Last Working Day	4-Dec-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	17,000	5	2,194
A.Total salary Dues			2,194

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	400
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
One Month Salary	17,000
Due Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	17,400

Deductions	Amount (\$)
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)	19,594

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)
Total Provident Fund
Total End of Service Benefit
In Words: Nineteen Thousand Five Hundred Ninety Four Taka Only.

Process and Calculation

is Audited based on
supporting documents

19,594

19,594

Prepared By *M. Rubel* 26-01-2026

Checked By *R. A. S. Hoque*

Employee Acknowledgement

BDT 19,594

Received From **Shakti Foundation (Finance)**

Paid To Shakti Foundation

In Words: Nineteen Thousand Five Hundred Ninety Four Taka Only.

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

Receiver's Name:

Signature & Date:

Approved

M. Rubel
Md. Rubel Hahn
Senior Director &
Head of Finance

M. Rubel Hahn
Md. Rubel Hahn
Head of Finance
Shakti Foundation
for Disadvantaged Women

28 JAN 2026

Time

Signature

Checked by
M. Rubel