

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

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

Date:25-01-2026

**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:	Chattagram 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
<b>A.Total salary Dues</b>			<b>2,194</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 / 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)	-
<b>C.Total Additional Payment</b>	<b>17,400</b>

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	-
<b>D.Total Deduction</b>	<b>-</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>19,594</b>

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>-</b>	<b>- Total PF Payable</b>	<b>-</b>

<b>Total Salary &amp; Others (E)</b>	19,594
<b>Total Provident Fund</b>	-
<b>Total End of Service Benefit</b>	19,594

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

Prepared By Md. Rubel 26.01.2026

Checked By [Signature]

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

**Md. Anwarul Hoque**  
Deputy General Manager  
Assistant Audit & Legal Department  
Shakti Foundation for Disadvantaged Women

Approved By [Signature]

**Md. Anwarul Haque**  
Senior Director &  
Head of Finance  
Shakti Foundation  
for Disadvantaged Women

**Employee Acknowledgement**

BDT 19,594

Received from Shakti Foundation (Finance)

Receiver's Name:

Signature & Date:

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

**28 JAN 2026**

Time 10:00 AM

checked by [Signature]