

Shakti Foundation For Disadvantaged Women

Employee Final Settlement

Reference: Shakti/ Finance Department/Employee Final Settlement Note Issue No-2025/330

Date:24-07-2025

Employee Information

Employee Name:	Mst. Alefa Khatun	Separation Effective Date:	02/Oct/24
Employee ID:	19392	Length of Service:	1 years 8 Months 2 Days
Post Name:	Peon Cum Cook	Salary paid up to:	30-Sep-24
Branch / Department:	Dashuria, Pabna	Separation Type:	Resignation
Branch / Department Code	60010546	Notice Period:	0 Month
Employment Type:	Contractual	Notice Period Completed:	0 Months 1 Days
Date of joining:	30-Jan-2023	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date	1-Oct-2024	Contact Number	017969227557
Last Working Day	1-Oct-2024	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	425	0	-
A.Total salary Dues			-

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

Additional Payment	Amount
Retirement Allowance	-
TA & DA Field trips	-
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	-

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	-
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)	Process and Calculation
Total Provident Fund	Is Audited based on
Total End of Service Benefit	supporting documents
No Taka	

Prepared By
24.07.25

Checked By
25.07.25

Reviewed By
Kamrul Hossain
Internal Audit and Legal Department
Shakti Foundation for Disadvantaged Women

Md. Anwar Hossain
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement	Receiver's Name:
BDT <input type="checkbox"/> Received From/ <input type="checkbox"/> Paid To Shakti Foundation	Signature & Date:
In Words: No Taka.	

24.07.25

checked by
AMT.