

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

Reference: Shakti/ Finance /Treasury/EFS/2026/85

Date:10-03-2026

Employee Information

Employee Name:	Farjana Islam	Separation Effective Date:	03-Jan-26
Employee ID:	22855	Length of Service:	0 years 5 Months 0 Days
Post Name:	Sales Executive	Salary paid up to:	30-Nov-25
Branch / Department:	Shakti Pharma	Separation Type:	Resignation
Branch / Department Code	20110111	Notice Period:	0 1 Month
Employment Type:	Contractual	Notice Period Completed:	0 Months 30 Days
Date of joining:	3-Aug-2025	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date	4-Dec-2025	Contact Number	01629278602
Last Working Day (As Per Attendance)	30-Dec-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	18,000	27	17,419
A.Total salary Dues			17,419

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	2,281
Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
C.Total Additional Payment	2,281

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Bicycle 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)	19,700

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 Payable	-

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

Total Salary & Others (E)	19,700
Total Provident Fund	-
Total End of Service Benefit	19,700

In Words: Nineteen Thousand Seven Hundred Taka Only.

Prepared By M. Rahman 10-03-26

Checked By [Signature] 10-03-26

Reviewed By [Signature] 15-03-26

Approved by
[Signature]
Md. Abdul Halim
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement	Receiver's Name:
BDT 19,700 <input type="checkbox"/> received From/ <input type="checkbox"/> paid To Shakti Foundation	Signature & Date:
In Words: Nineteen Thousand Seven Hundred Taka Only.	

*Checked by
[Signature]*