

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

Reference: Shakti/ Finance /Treasury/EFS/2026/88
Employee Information

Date:10-03-2026

Employee Name:	Most. Monjuara Parvin	Separation Effective Date:	09-Dec-25
Employee ID:	10344	Length of Service:	8 years 6 Months 18 Days
Post Name:	Medical Assistant	Salary paid up to:	31-Oct-25
Branch / Department:	Mouchak Gazipur	Separation Type:	Resignation
Branch / Department Code	4205	Notice Period:	0 1 Month
Employment Type:	Contractual	Notice Period Completed:	1 Months 3 Days
Date of joining:	21-May-2017	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date	6-Nov-2025	Contact Number	01722129242
Last Working Day	9-Dec-2025	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	18,800	39	24,258
A.Total salary Dues			24,258

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

Additional Payment	Amount
Security & Field Trips	1,548
TA & DA / Field trips	2,323
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
C.Total Additional Payment	3,871

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)	28,129

Shakti Foundation (Finance)
15 MAR 2026
[Signature]

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			-

Process and Calculation
is Audited based on
supporting documents

Total Salary & Others (E)	28,129
Total Provident Fund	-
Total End of Service Benefit	28,129

In Words: Twenty Eight Thousand One Hundred Twenty Nine Taka Only.

M Rahman
Prepared By 10-03-2026

[Signature]
Checked By 10-03-2026

[Signature]
Reviewed By 15-3-26

[Signature]
Approved
Md. Akbar Hossain
Senior Director &
Head of Finance
for Disadvantaged Women

Employee Acknowledgement		Receiver's Name:	
BDT 28,129	Received From/		
	Yaid To Shakti Foundation		
In Words: Twenty Eight Thousand One Hundred Twenty Nine Taka Only.		Signature & Date:	

Checked by
[Signature]