

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

Reference: Shakti/ Finance /Treasury/EFS/2026/83

Date:09-03-2026

Employee Information

Employee Name:	Md. Muktar Ali	Separation Effective Date:	31-Oct-25
Employee ID:	21663	Length of Service:	1 years 0 Months 17 Days
Post Name:	Ambulance Driver	Salary paid up to:	30-Sep-25
Branch / Department:	Sadar Jamalpur	Separation Type:	Contract Not Renewed
Branch / Department Code	4062	Notice Period:	0 Month
Employment Type:	Contractual	Notice Period Completed:	0 Month
Date of joining:	14-Oct-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01862119920
Last Working Day	30-Oct-2025	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	16,000	27	13,935
A.Total salary Dues			13,935

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	-
Residential Allowance	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
C.Total Additional Payment	-

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)	13,935

Provident Fund		Amount (S)	
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)	13,935
Total Provident Fund	-
Total End of Service Benefit	13,935
In Words: Thirteen Thousand Nine Hundred Thirty Five Taka Only.	

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

Prepared By: *[Signature]*
Checked By: *[Signature]*

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

<p>Employee Acknowledgement</p> <p>BDT <u>13,935</u> <input type="checkbox"/> Received From/ <input type="checkbox"/> Paid To Shakti Foundation</p> <p>In Words: Thirteen Thousand Nine Hundred Thirty Five Taka Only.</p>	<p>Receiver's Name:</p> <p>Signature & Date:</p>
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*checked by
AAV*