

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

Reference: Shakti/ Finance /Treasury/EFS/2025/288

Date: 19-02-26

**Employee Information**

Employee Name:	Anima Sarkar	Separation Effective Date:	18-Sep-25
Employee ID:	22283	Length of Service:	0 years 6 Months 16 Days
Post Name:	Accountant	Salary paid up to:	31-Jul-25
Branch / Department:	Eastern Bazar, Keraniganj, Dhaka	Separation Type:	Resignation
Branch / Department Code	0639	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 30 Days
Date of joining:	2-Mar-2025	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Aug-2025	Leave without Pay (Days)	0 Days
Resignation Submission Date	19-Aug-2025	Contact Number	01626601814
Last Working Day	17-Sep-2025	Payment Account :	Salary

Salary Information	Amount	Day's	Amount
Gross	24,000	48	37,600
<b>A.Total salary Dues</b>			<b>37,600</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	3,133
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	1,880
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	300
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>20,313</b>

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	18,583
Mobile Phone Subsidy	699
Security Deposit	15,000
Security Deposit Interest	300
One Month Salary	-
Abashon Rent	-
Income Tax	-
<b>D.Total Deduction</b>	<b>34,582</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>23,331</b>

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

Total Salary & Others (E)	23,331
Total Provident Fund	-
<b>Total End of Service Benefit</b>	<b>23,331</b>

Twenty Three Thousand Three Hundred Thirty One Taka Only.

Prepared By: *[Signature]* 19.02.26  
Checked By: *[Signature]* 19.2.26

Approved By: *[Signature]* 19/2/26  
Md. Abdul Halim  
Senior Director & Head of Finance  
Shakti Foundation for Disadvantaged Women

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

*[Signature]*  
Md. Zahid Hossain  
General Manager  
Assistant Audit & Legal Department  
Internal Audit & Legal Department  
Shakti Foundation for Disadvantaged Women

Employee Acknowledgement

BDT 23,331  Received From/  Paid To Shakti Foundation

In Words: Twenty Three Thousand Three Hundred Thirty One Taka Only.

Receiver's Name:  
Signature & Date:

checked by *[Signature]*