

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

Reference: Shakti/ Finance /Treasury/EFS/2025/300

Date:04-03-2026

Employee Information

Employee Name:	Aklima Akter	Separation Effective Date:	30-Sep-25
Employee ID:	19504	Length of Service:	2 years 5 Months 29 Days
Post Name:	Medical Assistant	Salary paid up to:	30-Sep-25
Branch / Department:	Sadar Gopalganj	Separation Type:	Contract Not Renewed
Branch / Department Code	4224	Notice Period:	01 Month
Employment Type:	Contractual	Notice Period Completed:	8 Months 30 Days
Date of joining:	1-Apr-2023	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01753164605
Last Working Day	29-Sep-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	18,000	0	-
A.Total salary Dues			-

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	-
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	1,883
Over Time (March & April,2025)	-
C.Total Additional Payment	16,883

Deductions	Amount (S)
Financial Misappropriation	-
Motorecycle Loan	-
Security Deposit	-
Security Deposit Interest	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
One Month Salary	-
Abashon Rent	-
Income Tax	-
D.Total Deduction	-
E.Total Payable / Receivable (A+B+C-D)	16,883

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	-

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

Total Salary & Others (E)	16,883
Total Provident Fund	-
Total End of Service Benefit	16,883

বি.দ্র.স্মারক নং: শক্তি/এইচ আর কমপ্লায়েন্স এবং সেপারেশন/ পলিসি সংশোধন ও সংযোজন নোট ইস্যু/২০২৫/০৫ মোতাবেক ৩০-০৯-২০২৫ তারিখের বেতন প্রদান করা হয়েছে।

Prepared By Rahman 04-03-26
Checked By Rahman 04-03-26

Reviewed By Md. Akbarul Hoque
Deputy General Manager
Assistant Audit Coordinator
Internal Audit & Legal Department
Shakti Foundation for Disadvantaged Women

Md. Akbarul Hoque
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement	
BDT 16,883	Received From/ Paid To Shakti Foundation
0	Signature & Date:

checked by
ABD