

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

Reference: Shakti/ Finance /Treasury/EFS/2025/48
Employee Information

Date:18-02-2026

Employee Name:	Md. Shamim Reza Shuvo	Separation Effective Date:	09-Jan-26
Employee ID:	23468	Length of Service:	0 years 1 Months 8 Days
Post Name:	General Manager	Salary paid up to:	31-Dec-25
Branch / Department:	HR	Separation Type:	Resignation
Branch / Department Code	20000002	Notice Period:	01 Month
Employment Type:	Probationary	Notice Period Completed:	0 Months 3 Days
Date of joining:	1-Dec-2025	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date	6-Jan-2026	Contact Number	01710022445
Last Working Day	8-Jan-2026	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	140,000	7	31,613
A.Total salary Dues			31,613

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

Additional Payment	Amount
Additional Salary	-
TA & DA / Field trips	-
Arrear	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
SDPS	-
SDPS Interest	-
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	-
Abashaon Rent	-
Three Days Salary Adjustment	-
D.Total Deduction	-
E.Total Payable / Receivable (A+B+C-D)	31,613

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)	31,613
Total Provident Fund	-
Total End of Service Benefit	31,613

In Words: Thirty One Thousand Six Hundred Thirteen Taka Only.

Prepared By M. Rahman 18.02.26
Checked By [Signature] 18.02.26

Employee Acknowledgement	Receiver's Name:
BDT 31,613 <input type="checkbox"/> received From/ <input type="checkbox"/> paid To Shakti Foundation	Signature & Date:
In Words: Thirty One Thousand Six Hundred Thirteen Taka Only.	

Checked by [Signature]