

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

Reference: Shakti/ Finance /Treasury/EFS/2025/54

Date:01-04-2026

**Employee Information**

Employee Name:	Sultana Nujnin	Separation Effective Date:	30-Sep-25
Employee ID:	12155	Length of Service:	7 years 4 Months 24 Days
Post Name:	Medical Assistant	Salary paid up to:	30-Sep-25
Branch / Department:	Mikepatti Jessore	Separation Type:	Contract Not Renewed
Branch / Department Code	4220	Notice Period:	00 Month
Employment Type:	Contractual	Notice Period Completed:	00 Month
Date of joining:	6-May-2018	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01313365808
Last Working Day (As Per Attendance)	30-Sep-2025	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	19,500	0	-
<b>A.Total salary Dues</b>			-

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	-	-	-	-
<b>B.Total Gratuity Dues</b>				-

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	-
<b>C.Total Additional Payment</b>	-

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	-
One Days Salary Adjustment	-
<b>D.Total Deduction</b>	-
<b>E.Total Payable / Receivable (A+B+C-D)</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>	-

Total Salary & Others (E)	-
Total Provident Fund	-
Total End of Service Benefit	-
In Words: No Taka.	-

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

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

Prepared By *M Rahman*  
01.04.2026

Checked By *01.04.2026*

Reviewed By *14.04.2026*

Approved By *M. Abdul Halim*  
Senior Director &  
Head of Finance &  
Shakti Foundation  
for Disadvantaged Women

Employee Acknowledgement	Receiver's Name:
BDT <input type="checkbox"/> received From/ <input type="checkbox"/> paid To Shakti Foundation	Signature & Date:
In Words: No Taka.	

*checked by  
01/04/2026*