

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/546

Date:30-10-2025

Employee Information

Employee Name:	Shahnewaj Momota	Separation Effective Date:	03-Sep-25
Employee ID:	20048	Length of Service:	1 years 11 Months 15 Days
Post Name:	Sales Executive	Salary paid up to:	31-Jul-25
Branch / Department:	Shakti Pharma	Separation Type:	Resignation
Branch / Department Code	20110111	Notice Period:	01 Month
Employment Type:	Contractual	Notice Period Completed:	1 Months 0 Days
Date of joining:	19-Sep-2023	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date	3-Aug-2025	Contact Number	01793632346
Last Working Day	2-Sep-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	17,000	33	18133
A.Total salary Dues			18,133

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	-
Holiday Allowance	300
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	2,480
Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Saving Drive Incentive	600
C.Total Additional Payment	3,380

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle 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)	21,513

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	-		-
Total	-	Total PF Payable	-

Total Salary & Others (E)	21,513
Total Provident Fund	-
Total End of Service Benefit	21,513
In Words: Twenty One Thousand Five Hundred Thirteen Taka Only.	

Prepared By M. Rahman
30/10/25

Checked By

Reviewed By

Director

Approved By
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT 21,513 ☐ Received From/ ☐ Paid To Shakti Foundation

In Words: Twenty One Thousand Five Hundred Thirteen Taka Only.

Receiver's Name:

Signature & Date:

checked by
Moy.