

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

Reference: Shakti/ Finance /Treasury/EFS/2025/344

Date:16-04-2026

Employee Information

Employee Name:	Alaya Ferdous Ruma	Separation Effective Date:	05-Jan-26
Employee ID:	14673	Length of Service:	5 years 10 Months 28 Days
Post Name:	Accountant	Salary paid up to:	30-Nov-25
Branch / Department:	Kashinathpur Pabna	Separation Type:	Resignation
Branch / Department Code	0262	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	8-Feb-2020	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Aug-2020	Leave without Pay (Days)	0 Days
Resignation Submission Date	4-Dec-2025	Contact Number	01786216271
Last Working Day(As per Attendance)	4-Jan-2026	Payment Account :	Salary

Salary Information	Amount	Day's	Amount
Gross	29,984	35	33,583
A.Total salary Duces			33,583

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	11,994	6	1	71,964
B.Total Gratuity Duces				71,964

Additional Payment	Amount
Leave Encashment	4,997
TA & DA / Field trips	1,775
DSA	-
Motor Cycle Allowance	-
Arcoholik Allowance	-
Shurakkha Bhata	852
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	2,689
Over Time (March & April,2025)	-
C.Total Additional Payment	25,313

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	32,708
Security Deposit	-
Security Deposit Interest	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
One Month Salary	-
Abashon Rent	-
Income Tax	-
D.Total Deduction	32,708
E.Total Payable / Receivable (A+B+C-D)	98,152

Provident Fund		Amount (S)	
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	56,978	PF Loan (Principal)	-
Organization Contribution	56,978	PF Loan (Interest)	-
Profit on Employees Contribution	11,456		-
Profit on Organization Contribution	11,456		-
Total	136,868	Total PF Payable	-

Total Salary & Others (E)	98,152
Total Provident Fund	136,868
Total End of Service Benefit	235,020

In Words: Two Lac Thirty Five Thousand Twenty Taka Only.
 Prepared By: *M. Rahman* 16.04.26
 Checked By: *[Signature]* 16.04.26

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

[Signature]
 Md. Anisul Hoque
 General Manager
 Assistant Audit Coordinator
 Internal Audit & Legal Services

[Signature]
 Approved By: *Md. Abdul Halim*
 Senior Director &
 Shakti Foundation
 for Disadvantaged Women

Employee Acknowledgement	
BDT 235,020	received From/ paid To Shakti Foundation for Disadvantaged Women
In Words: Two Lac Thirty Five Thousand Twenty Taka Only.	
Signature & Date:	

checked by [Signature]