

Shakti Foundation For Disadvantaged Women

Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/507

Date:23-06-2026

Employee Information

Employee Name:	Mahmuda Zaman	Separation Effective Date:	06-Apr-26
Employee ID:	20102	Length of Service:	2 years 5 Months 29 Days
Post Name:	Medical Assistant	Salary paid up to:	31-Mar-26
Branch / Department:	Chukongor Khulna	Separation Type:	Contract End
Branch / Department Code	60034183	Notice Period:	01 Month
Employment Type:	Contractual	Notice Period Completed:	3 Months 6 Days
Date of joining:	8-Oct-2023	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01795556290
Last Working Day(As per Attendance)	5-Apr-2026	Payment Account :	Salary

Salary Information	Amount	Day's	Amount
Gross	15,500	5	2,583
A.Total salary Dues			2,583

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	300
DSA	-
Motor Cycle Allowance	-
Security Allowance & Field Trips	200
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	450
Over Time (March & April,2025)	-
C.Total Additional Payment	15,950

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle 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)	18,533

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)	18,533
Total Provident Fund	-
Total End of Service Benefit	18,533
Eighteen Thousand Five Hundred Thirty Three only	

Prepared By	Checked By	Reviewed By	Approved By
Signature 23-06-26	Signature 23.06.26	Signature 23.06.26	Signature 23.06.26
Employee Acknowledgement		Process and Calculation is Audited based on supporting documents	
BDT 18,533 ☐ Received From/ ☐ Paid To Shakti Foundation		Md. Shahid Ali Assistant General Manager Assistant Audit Coordinator Internal Audit and Legal Department Shakti Foundation for Disadvantaged Women	
Eighteen Thousand Five Hundred Thirty Three only		Signature & Date:	

checked by

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

20102

02. Account Holder Name:

MAHMUDA ZAMAN

03. Bank Account No:

0210289189851

04. Bank Name:

IFIC Bank

05. Bank Branch Name:

Charanvignia, Madaripur

06. Employee Mobile No:

01795556290

07. Employee Name & Signature:

Mahmuda zaman

Mahmuda

Verified By Supervisor's

Name (BM):

EIN:

Signature:

Date:

26/06/2024
[Signature]

Verified By Supervisor's

Name (AS):

EIN:

Signature:

Date: