

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/410

Date:19-05-2026

Employee Information

Employee Name:	Md. Saju Miah	Separation Effective Date:	06/Apr/26
Employee ID:	15642	Length of Service:	5 years 1 Months 15 Days
Post Name:	Accountant	Salary paid up to:	28-Feb-26
Branch / Department:	Ziranibazar Dhaka SME	Separation Type:	Resignation
Branch / Department Code	0492	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	22-Feb-2021	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Sep-2021	Leave without Pay (Days)	0 Days
Resignation Submission Date	5-Mar-2026	Contact Number	01774255504
Last Working Day(As per Attendance)	5-Apr-2026	Payment Account :	Salary

Salary Information	Amount	Day's	Amount
Gross	33,150	36	38,675
A.Total salary Dues			38,675

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	13,260	5	1	66,300
B.Total Gratuity Dues				66,300

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	2,917
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	1,500
Security Deposit	15,000
Security Deposit Interest	2,689
Over Time (March & April,2025)	-
C.Total Additional Payment	22,106

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Security Deposit	-
Security Deposit Interest	-
Mobile Phone Handset Loan	6,323
Mobile Phone Subsidy	52
One Month Salary	-
Abashon Rent	600
Income Tax	-
D.Total Deduction	6,975
E.Total Payable / Receivable (A+B+C-D)	120,106

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	56,030	PF Loan (Principal)	-
Organization Contribution	56,030	PF Loan (Interest)	-
Profit on Employees Contribution	8,485		-
Profit on Organization Contribution	8,484		-
Total	129,029	Total PF Payable	-

Total Salary & Others (E)	120,106
Total Provident Fund	129,029
Total End of Service Benefit	249,135

Two Lakh Forty Nine Thousand One Hundred Thirty Five only

19-05-26

Prepared By

Checked By

Process and Calculation
is Audited based on
supporting documents

Md Shahid Ali

Assistant General Manager

Assistant Audit Coordinator

Internal Audit and Legal Department

Shakti Foundation for Disadvantaged Women

Signature & Date:

Approved

Md. Abdul Halim

Senior Director &

Head of Finance

Shakti Foundation for Disadvantaged Women

Employee Acknowledgement

BDT 249,135 ☐ Received From/

☐ Paid To Shakti Foundation

Two Lakh Forty Nine Thousand One Hundred Thirty Five only

checked by
AAO

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

15642

02. Account Holder Name:

Md. Saou miah

03. Bank Account No:

2137213023204

04. Bank Name:

Prime Bank PLC.

05. Bank Branch Name:

Shimral Branch

06. Employee Mobile No:

01774255504

07. Employee Name & Signature: Md. Saou miah



Verified By Supervisor's

Name (BM): Rabeau Kabir

EIN: 18227

Signature:



Date: 02.04.2026

Verified By Supervisor's

Name (AS): Md. Moniruzzaman Khan Monir

EIN: 01639

Signature:



Date:

Md. Moniruzzaman Khan
EIN No. 01639
Area Supervisor
Shakti Foundation