

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

Done ✓

Reference: Shakti/ Finance /Treasury/EFS/2025/516

Date:02-07-2026

**Employee Information**

|                                     |                                |                                 |                         |
|-------------------------------------|--------------------------------|---------------------------------|-------------------------|
| Employee Name:                      | Md.Asik Mahmud                 | Separation Effective Date:      | 04-Jun-26               |
| Employee ID:                        | 23709                          | Length of Service:              | 0 years 5 Months 3 Days |
| Post Name:                          | Service Manager                | Salary paid up to:              | 30-Apr-26               |
| Branch / Department:                | Asset Development & Management | Separation Type:                | Resignation             |
| Branch / Department Code            | 20090109                       | Notice Period:                  | 01 Month                |
| Employment Type:                    | Probationary                   | Notice Period Completed:        | 1 Months 1 Days         |
| Date of joining:                    | 1-Jan-2026                     | Annual Leave Encashment Balance | 0 Days                  |
| Date of Confirmation:               |                                | Leave without Pay (Days)        | 0 Days                  |
| Resignation Submission Date         | 3-May-2026                     | Contact Number                  | 01795099973             |
| Last Working Day(As per Attendance) | 3-Jun-2026                     | Payment Account :               | Salary                  |

| Salary Information         | Amount | Day's | Amount        |
|----------------------------|--------|-------|---------------|
| Gross                      | 50,000 | 34    | 55,000        |
| <b>A.Total salary Dues</b> |        |       | <b>55,000</b> |

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

| Additional Payment                | Amount     |
|-----------------------------------|------------|
| Leave Encashment                  | -          |
| TA & DA / Field trips             | -          |
| DSA                               | -          |
| Motor Cycle Allowance             | -          |
| Ancholik Allowance                | -          |
| Death Benefit & Emp.Welfare       | -          |
| Due Distance Allowance            | 400        |
| Security Deposit                  | -          |
| Security Deposit Interest         | -          |
| Over Time ( March & April,2025)   | -          |
| <b>C.Total Additional Payment</b> | <b>400</b> |

| 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                                    | -             |
| <b>D.Total Deduction</b>                      | <b>83</b>     |
| <b>E.Total Payable / Receivable (A+B+C-D)</b> | <b>83</b>     |
|                                               | <b>55,317</b> |

**Shakti Foundation (Finance)**  
**RECEIVED**  
**15 JUL 2026**  
Time:..... Sign:.....

**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> | <b>-</b>   |

|                                      |               |
|--------------------------------------|---------------|
| <b>Total Salary &amp; Others (E)</b> | 55,317        |
| <b>Total Provident Fund</b>          | -             |
| <b>Total End of Service Benefit</b>  | <b>55,317</b> |

Fifty Five Thousand Three Hundred Seventeen only

Prepared By *[Signature]* 02-07-26

Checked By

Reviewed

*[Signature]* 12.7.26  
**Md. Shahid Ali**  
Assistant General Manager  
Assistant Audit Coordinator  
Internal Audit and Legal Department  
Shakti Foundation for Disadvantaged Women

Approved By

*[Signature]* 12.7.26  
**Md. Abdul Halim**  
Senior Director &  
Head of Finance  
Shakti Foundation  
for Disadvantaged Women

**Employee Acknowledgement**

BDT 55,317 ☐ Received From/ ☐ Paid To Shakti Foundation

Fifty Five Thousand Three Hundred Seventeen only

Signature & Date:

*[Signature]*  
11.07.2026

Process and Calculation  
is Audited based on  
supporting documents

# Employee Personal Bank Account Information

## Required Information

01. Employee EIN :

23709

02. Account Holder Name:

Md Asik mahmud

03. Bank Account No:

0074-0310005304

04. Bank Name:

Trust Bank PLC

05. Bank Branch Name:

Mohakhali Branch

06. Employee Mobile No:

017950-99973

Md Asik mahmud 

07. Employee Name & Signature:

## Verified By Supervisor's

Name (BM):

EIN: 00268

Signature:

Date:

Mohammad Anower Hossain  
Assistant Director  
Shakti Training and Research Center

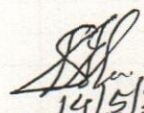
## Verified By Supervisor's

Name (BM):

EIN:

Signature:

Date:

  
14/5/2018  
Md. Shariful Islam  
Senior Director  
Head of Asset Development & Management and Training  
Shakti Foundation for Disadvantaged Women