

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/534

Date:21-07-2026

Employee Information

Employee Name:	Mst. Abida Sultana Alo	Separation Effective Date:	07-Apr-26
Employee ID:	22446	Length of Service:	1 years 0 Months 1 Days
Post Name:	Junior Paramedic	Salary paid up to:	31-Mar-26
Branch / Department:	Vatara Dhaka	Separation Type:	Resignation
Branch / Department Code	4015	Notice Period:	01 Month
Employment Type:	Contractual	Notice Period Completed:	0 Months 1 Days
Date of joining:	6-Apr-2025	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date	6-Apr-2026	Contact Number	01965836598
Last Working Day(As per Attendance)	6-Apr-2026	Payment Account :	Salary

Salary Information	Amount	Day's	Amount
Gross	12,000	6	2,400
A.Total salary Dues			2,400

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	-
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	240
Due Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	240

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)	2,640

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)	2,640
Total Provident Fund	-
Total End of Service Benefit	2,640

Two Thousand Six Hundred Forty only

Prepared By *Shm 21-07-26*

Checked By *21-07-26*

Reviewed By *21-07-26*

Approved By *21-07-26*

Employee Acknowledgement

BDT 2,640 ☐ Received From/ ☐ Paid To Shakti Foundation

Two Thousand Six Hundred Forty only

Signature & Date:

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

Mu. Abdul Halim
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

22946

02. Account Holder Name:

MST. ABIDA SULTANA ALO

03. Bank Account No:

131 1002903792

04. Bank Name:

MUTUAL TRUST BANK Ltd.

05. Bank Branch Name:

KHILKHAT SUB-BRANCH

06. Employee Mobile No:

01965836598

07. Employee Name & Signature:

Abida Sultana ALO

Verified By Supervisor's

Name (BM):

Md. Al-Amin

EIN:

12465

Signature:



Date:

06.04.2026

Md. Al-Amin
Senior Manager
EIN-12465
Shakti Foundation

Verified By Supervisor's

Name (AS):

Md. Mofizul Islam

EIN:

20498

Signature:



Date:

06.04.2026

Md. Mofizul Islam
Area Supervisor
Shakti Foundation