

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Date:25-10-2025

Reference: Shakti/ Finance /Treasury/EFS/2025/492

Employee Information		Separation Effective Date:	29/Jun/25
Employee Name:	Md. Shamim Ahmed	Length of Service:	6 years 1 Months 24 Days
Employee ID:	13589	Salary paid up to:	31-May-25
Post Name:	Senior Accountant	Separation Type:	Resignation
Branch / Department:	Sadar Netrakona	Notice Period:	01 Month
Branch / Department Code	0183	Notice Period Completed:	0 Months 3 Days
Employment Type:	Permanent	Annual Leave Encashment Balance	0 Days
Date of joining:	5-May-2019	Leave without Pay (Days)	1 Days
Date of Confirmation:	1-Nov-2019	Contact Number	01730943414
Resignation Submission Date	26-Jun-2025	Email ID :	-
Last Working Day	28-Jun-2025		

Salary Information	Amount	Day's	Amount
Gross	30,891	28	28,832
A.Total salary Dues			28,832

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	12,357	6	1	74,142
B.Total Gratuity Dues				74,142

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	1,867
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	30,891
paid One Month Salary	-
Due Distance Allowance	15,000
Security Deposit	2,689
Security Deposit Interest	-
Over Time (March & April,2025)	50,447
C.Total Additional Payment	

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	30,891
One Month Salary	300
Abashon Rent	-
Income Tax	31,191
D.Total Deduction	122,230
E.Total Payable / Receivable (A+B+C-D)	

Provident Fund	Amount (S)	Particular (S)	Amount (S)
Particular (S)			
Employees Contribution	57,589	PF Loan (Principal)	-
Organization Contribution	57,589	PF Loan (Interest)	-
Profit on Employees Contribution	11,600		-
Profit on Organization Contribution	11,600		-
Total	138,378	Total PF Payable	-

Total Salary & Others (E)	122,230
Total Provident Fund	138,378
Total End of Service Benefit	260,608

Two Lac Sixty Thousand Six Hundred Eight Taka Only

Prepared By: *[Signature]* 26.10.25
Checked By: *[Signature]* 26.10.25

Process and Calculation
Is Audited based on
supporting documents

Reviewed By: *[Signature]*
Director
Internal Audit and Legal Department
Shakti Foundation for Disadvantaged Women

[Signature]
Senior Director &
Head of Finance
Shakti Foundation for Disadvantaged Women

Employee Acknowledgement

BDT 260,608 ☐ Received From/ ☐ Paid To Shakti Foundation


Signature & Date:

Two Lac Sixty Thousand Six Hundred Eight Taka Only.

checked by
[Signature]

Employee Personal Bank Account Information


Required Information

01. Employee EIN :
02. Account Holder Name:
03. Bank Account No:
04. Bank Name:
05. Bank Branch Name:
06. Employee Mobile No:
07. Employee Name & Signature: 

Verified By Supervisor's

Name (BM): md. suzai Aci

EIN: 11918

Signature: 

Date: 30.07.2025

Verified By Supervisor's

Name (AS):

EIN:

Signature:

Date: