

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

Reference: Shakti/ Finance /Treasury/EFS/2025/251

Date:15-02-2026

Employee Information

Employee Name:	Mahmudul Hasan	Separation Effective Date:	12-Sep-25
Employee ID:	16913	Length of Service:	3 years 9 Months 1 Days
Post Name:	Branch Manager	Salary paid up to:	31-Jul-25
Branch / Department:	Nawabgonj Dhaka	Separation Type:	Resignation
Branch / Department Code	0158	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 30 Days
Date of joining:	11-Dec-2021	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Sep-2022	Leave without Pay (Days)	0 Days
Resignation Submission Date	13-Aug-2025	Contact Number	01754367027
Last Working Day	11-Sep-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	38,372	42	52,442
A.Total salary Dues			52,442

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	16,567
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	16,567

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)	69,009

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	46,662	PF Loan (Principal)	-
Organization Contribution	46,662	PF Loan (Interest)	-
Profit on Employees Contribution	6,876		-
Profit on Organization Contribution	6,876		-
Total	107,076	Total PF Payable	-

Total Salary & Others (E)	69,009
Total Provident Fund	107,076
Total End of Service Benefit	176,085
One Lakh Seventy Six Thousand Eighty Five only	

Prepared By: H. Khatun 16-02-26
 Checked By: [Signature] 16-02-26
 Approved: [Signature] 16-02-26

Process and Calculation
is audited based on supporting documents

Md. Anwarul Hoque
Deputy General Manager
Assistant Audit & Legal Department
Internal Audit & Legal Department
Shakti Foundation for Disadvantaged Women

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

Employee Acknowledgement	
BDT 176,085	Received From/ <input type="checkbox"/> Paid To Shakti Foundation
One Lakh Seventy Six Thousand Eighty Five only	Receiver's Name: Signature & Date:

Checked by [Signature]