

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/696

Date:17-12-2025

Employee Information

Employee Name:	Naim Sheikh	Separation Effective Date:	04-Sep-25
Employee ID:	17150	Length of Service:	3 years 7 Months 12 Days
Post Name:	Accountant	Salary paid up to:	31-Aug-25
Branch / Department:	Bandar Narayanganj	Separation Type:	Resignation
Branch / Department Code	0029	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 2 Days
Date of joining:	23-Jan-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Aug-2022	Leave without Pay (Days)	0 Days
Resignation Submission Date	2-Sep-2025	Contact Number	01687885376
Last Working Day	3-Sep-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	27,410	3	2,741
A.Total salary Dues			2,741

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	200
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
One Month Salary	27,410
Due Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	27,610

Deductions	Amount (\$)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	27,410
Abashon Rent	-
Income Tax	300
D.Total Deduction	27,710
E.Total Payable / Receivable (A+B+C-D)	2,641

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	36,820	PF Loan (Principal)	-
Organization Contribution	36,820	PF Loan (Interest)	-
Profit on Employees Contribution	3,906	-	-
Profit on Organization Contribution	3,906	-	-
Total	81,452	Total PF Payable	-

Total Salary & Others (E)

Total Provident Fund

Total End of Service Benefit

Eighty Four Thousand Ninety Three only

Process and Calculation

is Audited based on
supporting documents

Prepared By 17.12.25

Checked By

Employee Acknowledgement

BDT 84,093

Received From/

Paid To Shakti Foundation

Eighty Four Thousand Ninety Three only

Internal Audit and Legal Department
Shakti Foundation For Disadvantaged Women

Receiver's Name:

Signature & Date:

Approved By

Mr. Md. Abul Hossain

Senior Director &

Head of Finance

Shakti Foundation

for Disadvantaged Women

checked by
MAY