

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 (S)
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	2,906		-
Total	81,452	Total PF Payable	-

Total Salary & Others (E)	Process and Calculation	Amount
Total Provident Fund	is Audited based on	2,641
Total End of Service Benefit	supporting documents	81,452
Eighty Four Thousand Ninety Three only		84,093

Prepared By M. Rahman 17.12.25
Checked By [Signature] 17.12.25

Reviewed By [Signature]
Director

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

Employee Acknowledgement		Receiver's Name:	
BDT 84,093	Received From/		
	Yaid To Shakti Foundation		
Eighty Four Thousand Ninety Three only		Signature & Date:	

Checked by [Signature]