

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2026/04

Date:05-01-2026

Employee Information

Employee Name:	Parvez Mahmud	Separation Effective Date:	31-Oct-25
Employee ID:	21564	Length of Service:	1 years 0 Months 22 Days
Post Name:	Paramedic	Salary paid up to:	30-Sep-25
Branch / Department:	Debidwar Cumilla	Separation Type:	Contract Not Renewed
Branch / Department Code	4189	Notice Period:	0 Month
Employment Type:	Contractual	Notice Period Completed:	0 Days
Date of joining:	9-Oct-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01793731718
Last Working Day	30-Oct-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	15,000	30	14,516
A.Total salary Dues			14,516

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

Additional Payment	Amount
One Month Additional Salary	-
TA & DA / Field trips	1,452
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	604
Over Time (March & April,2025)	-
C.Total Additional Payment	17,056

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	300
Income Tax	-
D.Total Deduction	300
E.Total Payable / Receivable (A+B+C-D)	31,272

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)	31,272
Total Provident Fund	-
Total End of Service Benefit	31,272

In Words: Thirty One Thousand Two Hundred Seventy Two Taka Only.

Prepared By M. Rahman 05.01.26
Checked By [Signature] 05.01.26

Employee Acknowledgement

BDT 31,272 received From/ Paid To Shakti Foundation

In Words: Thirty One Thousand Two Hundred Seventy Two Taka Only.

Receiver's Name:

Signature & Date:

Process and Calculation
is Audited based on
supporting documents

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

Approved By
Md. Abdul Hafim
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

checked by
AAH