

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/379

Date:03-09-2025

Employee Information

Employee Name:	Md. Shamim Hosen	Separation Effective Date:	01-Jul-25
Employee ID:	22070	Length of Service:	0 years 6 Months 0 Days
Post Name:	Driver	Salary paid up to:	30-Jun-25
Branch / Department:	Administration Department	Separation Type:	Resignation
Branch / Department Code	20000006	Notice Period:	01 Month
Employment Type:	Contractual	Notice Period Completed:	0 Months 1 Days
Date of joining:	1-Jan-2025	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date	30-Jun-2025	Contact Number	01670286713
Last Working Day	30-Jun-2025	Email ID :	

Salary Information

Gross	Amount	Day's	Amount
A.Total salary Dues	19,000	0	

Gratuity Information

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

Additional Payment

One month Salary Benefit	Amount
TA & DA / Field trips	19,000
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	19,000

Deductions

Financial Misappropriation	Amount (S)
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
Income Tax	-
D.Total Deduction	-
E.Total Payable / Receivable (A+B+C-D)	19,000

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)	19,000
Total Provident Fund	19,000
Total End of Service Benefit	
Nineteen Thousand Taka Only.	

**Process and Calculation
is Audited based on
supporting documents**

Prepared By *M. Rahman* 03.09.25
Checked By *[Signature]* 03.09.25

Reviewed By *Kamrul Hossain*
Director

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

Employee Acknowledgement

BIDT 19,000	Received From	Received To Shakti Foundation	Receiver's Name:	Signature & Date:
In Words: Nineteen Thousand Taka Only.				

*checked by
[Signature]*

- Employee (PIMS)
- Attendance
- Reports
- MIS

Employee Bank Information Entry

Employee ID * 22070

Employee Name (Md. Shamim Hosen)

Bank Name [Not Selected]

Branch Name [Not Selected]

Routing Number

Account Number *

Cancel

Create

Q

Baid	Bankname	Bankbranchname	Accountnumber
15865	Dutch-Bangla Bank Ltd	Dhanmondi, Dhaka	2111030714646
			090261183

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