

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/662

Date:25-11-2025

Employee Information

Employee Name:	Sheikh Mintu Mia	Separation Effective Date:	12/Sep/25
Employee ID:	12308	Length of Service:	7 years 1 Months 21 Days
Post Name:	Senior Accountant	Salary paid up to:	31-Jul-25
Branch / Department:	Rasulpur-Kamrangirchar Dhaka	Separation Type:	Resignation
Branch / Department Code	0059	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 2 Days
Date of joining:	22-Jul-2018	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Feb-2019	Leave without Pay (Days)	0 Days
Resignation Submission Date	10-Aug-2025	Contact Number	01914119159
Last Working Day	11-Sep-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	32,056	42	43,810
A.Total salary Dues			43,810

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	12,822	7	1	89,754
B.Total Gratuity Dues				89,754

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	2,733
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	5,000
Security Deposit Interest	896
Over Time (March & April,2025)	-
C.Total Additional Payment	8,629

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	600
Income Tax	-
D.Total Deduction	600
E.Total Payable / Receivable (A+B+C-D)	141,593

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	70,234	PF Loan (Principal)	50,001.00
Organization Contribution	70,234	PF Loan (Interest)	1,289.00
Profit on Employees Contribution	15,451		-
Profit on Organization Contribution	15,451		-
Total	171,370	Total PF Payable	51,290.00

Total Salary & Others (E)	141,593
Total Provident Fund	120,080
Total End of Service Benefit	261,673

Two Lac Sixty One Thousand Six Hundred Seventy Three Taka Only.

Process and Calculation
is Audited based on
supporting documents

Prepared By 25.11.25 Checked By 25.11.25

Reviewed By 26/11/25

Approved By 30.11.25
Joint Head of Treasury
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT 261,673 ☐ Received From/ ☐ Paid To Shakti Foundation

Receiver's Name:
Signature & Date:

In Words: Two Lac Sixty One Thousand Six Hundred Seventy Three Taka Only.

checked by 25.11.25