

**Shakti Foundation For Disadvantaged Women
Employee Final Settlement**

Reference: Shakti/ Finance /Treasury/EFS/2025/272

Date: 19-02-26

Employee Information

Employee Name:	Shaimon Kabir	Separation Effective Date:	12-Jan-26
Employee ID:	13357	Length of Service:	6 years 10 Months 2 Days
Post Name:	Senior Accountant	Salary paid up to:	30-Nov-25
Branch / Department:	Mohammadpur Dhaka	Separation Type:	Resignation
Branch / Department Code	0087	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 3 Days
Date of joining:	10-Mar-2019	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Sep-2019	Leave without Pay (Days)	0 Days
Resignation Submission Date	9-Dec-2025	Contact Number	01717065173
Last Working Day	11-Jan-2026	Payment Account :	Salary

Salary Information	Amount	Day's	Amount
Gross	32,760	41	43,328
A.Total salary Dues			43,328

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	13,104	7	1	91,728
B.Total Gratuity Dues				91,728

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	839
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	2,689
Over Time (March & April,2025)	-
C.Total Additional Payment	18,528

Deductions	Amount (S)
Financial Misappropriation	-
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)	153,584

Shakti Foundation (Finance)
RECEIVED
23 FEB 2026
[Signature]

Provident Fund		Particular (S)		Amount (S)	
Employees Contribution	65,999	PF Loan (Principal)	22,224.00		
Organization Contribution	65,999	PF Loan (Interest)	1,259.00		
Profit on Employees Contribution	15,081				
Profit on Organization Contribution	15,080				
Total	162,159	Total PF Payable	23,483.00		

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

Total Salary & Others (E)	153,584
Total Provident Fund	138,676
Total End of Service Benefit	292,260
Two Lac Ninety Two Thousand Two Hundred Sixty Taka Only.	

Prepared By *[Signature]* 19.02.26
Checked By *[Signature]* 19.02.26

[Signature]
Md. Asadul Hoque
Deputy General Manager
Assistant Audit Coordinator
Internal Audit & Legal Department
Shakti Foundation for Disadvantaged Women

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

Employee Acknowledgement		Receiver's Name:
BDT 292,260	<input type="checkbox"/> Received From/ <input type="checkbox"/> Paid To Shakti Foundation	
In Words: Two Lac Ninety Two Thousand Two Hundred Sixty Taka Only.		Signature & Date:

checked by
[Signature]