

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/678

Date:01-12-2025

Employee Information

Employee Name:	Mahima Akter	Separation Effective Date:	12-Nov-25
Employee ID:	11124	Length of Service:	8 years 1 Months 2 Days
Post Name:	Manager Grade-2	Salary paid up to:	30-Sep-25
Branch / Department:	Administration Department	Separation Type:	Resignation
Branch / Department Code	20000006	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 30 Days
Date of joining:	10-Oct-2017	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jan-2019	Leave without Pay (Days)	0 Days
Resignation Submission Date	13-Oct-2025	Contact Number	01911824517
Last Working Day	11-Nov-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	32,700	42	44,690
A.Total salary Dues			44,690

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	13,080	8	1	104,640
B.Total Gratuity Dues				104,640

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	-
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	2,840
Security Deposit	-
Security Deposit Interest	5,000
Over Time (March & April,2025)	883
C.Total Additional Payment	8,723

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
Meal Subsidy	100
D.Total Deduction	100
E.Total Payable / Receivable (A+B+C-D)	157,953

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	71,640	PF Loan (Principal)	-
Organization Contribution	71,640	PF Loan (Interest)	-
Profit on Employees Contribution	15,830		-
Profit on Organization Contribution	15,829		-
Total	174,939	Total PF Payable	-

Total Salary & Others (E)	157,953
Total Provident Fund	174,939
Total End of Service Benefit	332,892

In Words: Three Lac Thirty Two Thousand Eight Hundred Ninety Two Taka Only.

Process and Calculation

is Audited based on

supporting documents

02.12.25

Director

Internal Audit and Legal Department

Shakti Foundation for Disadvantaged Women

Md. Zahid Hossain
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Prepared By M. Rahman
02.12.25

Checked By

Employee Acknowledgement

BDT 332,892 ☐ Received From/ ☐ Paid To Shakti Foundation

Signature & Date:

In Words: Three Lac Thirty Two Thousand Eight Hundred Ninety Two Taka Only.

Checked by
MAH -

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

11124

02. Account Holder Name:

MAHIMA AKTER

03. Bank Account No:

1071260351553

04. Bank Name:

Eastern Bank Ltd

05. Bank Branch Name:

Mirpur 11 Branch

06. Employee Mobile No:

(01) 11824517

07. Employee Name & Signature:

Mahima Akter, 

Verified By Supervisor's

Name (BM):

EIN:

Signature:

Date:

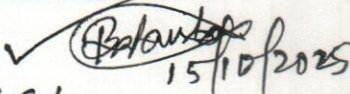
Verified By Supervisor's

Name (AS):

EIN: 22664

Signature:

Date:


15/10/2025
M G Bahauddin
Director
Head Of Administration Department
Shakti Foundation for Disadvantaged Women