

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/635

Date:10-11-2025

Employee Information

Employee Name:	Md. Mydul Islam	Separation Effective Date:	04/Jul/25
Employee ID:	16597	Length of Service:	3 years 8 Months 17 Days
Post Name:	Accountant	Salary paid up to:	31-May-25
Branch / Department:	Sibumarket-Fatullah Narayanganj	Separation Type:	Resignation
Branch / Department Code	0107	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	17-Oct-2021	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-May-2022	Leave without Pay (Days)	0 Days
Resignation Submission Date	3-Jun-2025	Contact Number	01723101683
Last Working Day	3-Jul-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	27,400	33	30,052
A.Total salary Dues			30,052

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	2,194
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	2,000
Security Deposit	-
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	4,194

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)	33,646

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	36,160	PF Loan (Principal)	-
Organization Contribution	36,160	PF Loan (Interest)	-
Profit on Employees Contribution	4,500		-
Profit on Organization Contribution	4,500		-
Total	81,320	Total PF Payable	-

Total Salary & Others (E)	33,646
Total Provident Fund	81,320
Total End of Service Benefit	114,966
One Lac Fourteen Thousand Nine Hundred Sixty Six Taka Only.	

Prepared By [Signature] 10.11.25
Checked By [Signature] 10.11.25

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

Reviewed By [Signature]
Director

MD. ABDUL RAHMAN
Senior Assistant
Head of Finance
Shakti Foundation
for Disadvantaged Women
Approved By

Employee Acknowledgement	
BDT 114,966 <input type="checkbox"/> Received From/ <input type="checkbox"/> Paid To Shakti Foundation	Receiver's Name: Signature & Date:
In Words: One Lac Fourteen Thousand Nine Hundred Sixty Six Taka Only.	

checked by [Signature]

Employee Personal Bank Account Informaton

Required Information

01. Employee EIN :

16597

02. Account Holder Name:

MD MYDUL ISLAM

03. Bank Account No:

1305104988229001

04. Bank Name:


BRAC BANK

05. Bank Branch Name:

CHANDINA BRANCH

06. Employee Mobile No:


01723101683

07. Employee Name & Signature: MD MYDUL ISLAM 

Verified By Supervisor's

Name (BM): Md Ziaur Rahman.

EIN: 07748

Signature: 

Date: 03.07.2025

Verified By Supervisor's

Name (AS):

EIN:

Signature:

Date: