

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

Reference: Shakti/ Finance /Treasury/EFS/2026/112

Date:07-04-2026

Employee Information

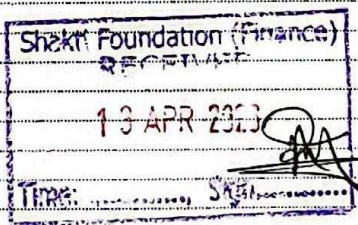
Employee Name:	Md. Abdul Mazed	Separation Effective Date:	03-Feb-26
Employee ID:	22183	Length of Service:	1 years 0 Months 0 Days
Post Name:	Junior Law Officer	Salary paid up to:	31-Dec-25
Branch / Department:	Internal Control and Legal Department	Separation Type:	Resignation
Branch / Department Code	20000007	Notice Period:	0 1 Month
Employment Type:	Probationary	Notice Period Completed:	0 Months 1 Days
Date of joining:	3-Feb-2025	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date	2-Feb-2026	Contact Number	01920220734
Last Working Day	2-Feb-2026	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	28,000	33	30,000
A.Total salary Dues			30,000

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	-
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakha Bhata	-
Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
C.Total Additional Payment	-

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Bicycle 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)	30,000



 Shakti Foundation (Finance)
 13 APR 2026
 TIPS: ...


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)	30,000
Total Provident Fund	-
Total End of Service Benefit	30,000
In Words: Thirty Thousand Taka Only	

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

Prepared By M. Rahman 07.04.26
Checked By [Signature]


 Md. Anisul Hoque
 Deputy General Manager
 Assistant Audit Coordinator
 Internal Audit & Legal Department
 Shakti Foundation for Disadvantaged Women


 Approved By
 Md. Abdul Halim
 Senior Director &
 Head of Finance &
 Shakti Foundation
 For Disadvantaged Women

Employee Acknowledgement		Signature & Date:
BDT 30,000	<input type="checkbox"/> received From/ <input type="checkbox"/> Paid To Shakti Foundation	
In Words: Thirty Thousand Taka Only.		

Checked by [Signature]