

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/661

Date:25-11-2025

Employee Information

Employee Name:	Md. Mahedi Hassan	Separation Effective Date:	06/Oct/25
Employee ID:	14672	Length of Service:	5 years 7 Months 28 Days
Post Name:	Accountant	Salary paid up to:	31-Aug-25
Branch / Department:	Jhikargacha Jashore	Separation Type:	Resignation
Branch / Department Code	0217	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 3 Days
Date of joining:	8-Feb-2020	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Aug-2020	Leave without Pay (Days)	0 Days
Resignation Submission Date	3-Sep-2025	Contact Number	01748670703
Last Working Day	5-Oct-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	27,760	35	32,237
A.Total salary Dues			32,237

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	11,104	6	1	66,624
B.Total Gratuity Dues				66,624

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	2,323
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	20,012

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)	118,873

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	53,772	PF Loan (Principal)	-
Organization Contribution	53,772	PF Loan (Interest)	-
Profit on Employees Contribution	9,115		-
Profit on Organization Contribution	9,114		-
Total	125,773	Total PF Payable	-

Total Salary & Others (E)	118,873
Total Provident Fund	125,773
Total End of Service Benefit	244,646
Two Lac Forty Four Thousand Six Hundred Forty Six Taka Only.	

Prepared By: [Signature] 25.11.25

Checked By: [Signature]

Process and Calculation
is Audited based on
supporting documents

Reviewed By: [Signature] 26/11/25
Md. Hasan
Director

Approved By: [Signature] 30.11.25
Md. Ismail Hossain
Joint Director &
Head of Treasury
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT 244,646 ☐ Received From/ ☐ Paid To Shakti Foundation

In Words: Two Lac Forty Four Thousand Six Hundred Forty Six Taka Only.

Receiver's Name: _____
Signature & Date: _____

checked by MDV.