

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/408
Employee Information

Date:17-05-2026

Employee Name:	Md. Saiful Islam	Separation Effective Date:	17/Mar/26
Employee ID:	23560	Length of Service:	0 years 3 Months 3 Days
Post Name:	Microfinance Officer (Probationary)	Salary paid up to:	28-Feb-26
Branch / Department:	Shahrasti Chandpur	Separation Type:	Discontinuation of Service
Branch / Department Code	0247	Notice Period:	01 Month
Employment Type:	Probationary	Notice Period Completed:	2 Months 17 Days
Date of joining:	14-Dec-2025	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01316411966
Last Working Day(As per Attendance)	18-Mar-2026	Payment Account :	Salary

Salary Information	Amount	Day's	Amount
Gross	20,000	18	11,613
A.Total salary Dues			11,613

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	-
DSA	1,032
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	-
Security Deposit Interest	15,000
Over Time (March & April,2025)	-
C.Total Additional Payment	16,032

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	10,000
Security Deposit	-
Security Deposit Interest	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
One Month Salary	-
Abashon Rent	-
Income Tax	300
D.Total Deduction	-
E.Total Payable / Receivable (A+B+C-D)	10,300
	17,345

Provident Fund			
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)	17,345
Total Provident Fund	-
Total End of Service Benefit	17,345

Seventeen Thousand Three Hundred Forty Five only

Prepared By Shm 17-05-26 Checked By 17-05-26

Process and Calculation
is Audited based on
supporting documents

Reviewed By 19-05-26
Md. Shahid Ali
Assistant General Manager
Assistant Audit Coordinator
Internal Audit and Legal Department
Shakti Foundation for Disadvantaged Women
Signature & Date:

Approved By 17-05-26
Md. Abdul Halim
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement	
BDT 17,345	Received From/
Seventeen Thousand Three Hundred Forty Five only	Paid To Shakti

checked by
AAU

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

23560

02. Account Holder Name:

Md. Saiful Islam

03. Bank Account No:

2152214034861

04. Bank Name:

Prime Bank Ltd. PBL

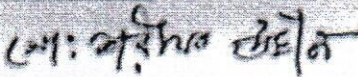
05. Bank Branch Name:

06. Employee Mobile No:

01316-411966

07. Employee Name & Signature: Md. Saiful Islam 

Verified By Supervisor's

Name (BM): 

EIN: 20087

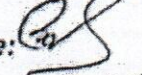
Signature: 

Date: 00/08/23

Verified By Supervisor's

Name (AS): Kamrul Hossain

EIN: 01406

Signature: 

Date: 0.5.26