

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/373

Date:28-04-2026

Employee Information

Employee Name:	Moysumi Akter	Separation Effective Date:	16/Feb/26
Employee ID:	23192	Length of Service:	0 years 3 Months 28 Days
Post Name:	Microfinance Officer (Probationary)	Salary paid up to:	31-Dec-25
Branch / Department:	Sadar Chuadanga	Separation Type:	Resignation
Branch / Department Code	0475	Notice Period:	01 Month
Employment Type:	Probationary	Notice Period Completed:	1 Months 3 Days
Date of joining:	19-Oct-2025	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date	13-Jan-2026	Contact Number	01760740352
Last Working Day(As per Attendance)	15-Feb-2026	Payment Account :	Salary

Salary Information	Amount	Day's	Amount
Gross	20,000	46	30,714
A.Total salary Dues			30,714

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	3,071
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	1,843
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	19,914

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Security Deposit	15,000
Security Deposit Interest	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
One Month Salary	-
Abashon Rent	-
Income Tax	-
D.Total Deduction	15,000
E.Total Payable / Receivable (A+B+C-D)	35,628

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)	35,628
Total Provident Fund	-
Total End of Service Benefit	35,628
Thirty five thousand six hundred twenty eight only	

Prepared By Ime 28-04-26
Checked By Ime 28-04-26

Process and Calculation
is Audited
supporting documents

Reviewed By Ime 28-04-26

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

Employee Acknowledgement

BDT 35,628 ☐ Received From/ ☐ Paid To Shakti Foundation
Thirty five thousand six hundred twenty eight only

Receiver's Name:
Signature & Date:

checked by Ime

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

23192

02. Account Holder Name:

Mousumi Akter

03. Bank Account No:

2141211018721

04. Bank Name:

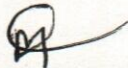
Prime Bank

05. Bank Branch Name:

Savar Dhaka

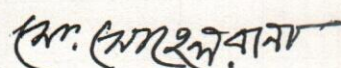
06. Employee Mobile No:

01760740352

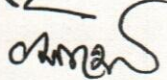

Mousumi Akter
Microfinance Officer
EIN- 23192
Shakti Foundation

07. Employee Name & Signature:

Verified By Supervisor's

Name (BM): 

EIN: 08002

Signature: 

Date: 20/02/2026
Mr. Enayetur Raheem
Area Supervisor
EIN-08002
Shakti Foundation

Verified By Supervisor's

Name (AS): Syful Islam Sabuj

EIN: 12846

Signature: 

Date: 08.03.2026

Syful Islam Sabuj
Area Supervisor
EIN-12846
Shakti Foundation