

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2026/604

Date:18-06-2026

Employee Information

Employee Name:	Md. Akash Mia	Separation Effective Date:	25-Dec-25
Employee ID:	22158	Length of Service:	0 years 10 Months 16 Days
Post Name:	Microfinance Officer	Salary paid up to:	30-Nov-25
Branch / Department:	Ramganj Laxmipur	Separation Type:	Resignation
Branch / Department Code	0163	Notice Period:	0 1 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 18 Days
Date of joining:	9-Feb-2025	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Aug-2025	Leave without Pay (Days)	0 Days
Resignation Submission Date	7-Dec-2025	Contact Number	01759499518
Last Working Day (As Per Attendance)	24-Dec-2025	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	25,000	23	18,548
A.Total salary Dues			18,548

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	3,339
Snacks Allowance	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	300
One Month Salary	-
C.Total Additional Payment	18,639

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Bicycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	15,000
Security Deposit Interest	300
One Month Salary	25,000
Abashaon Rent	300
Income Tax	-
D.Total Deduction	40,600
E.Total Payable / Receivable (A+B+C-D)	(3,413)

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	3,760	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	84		-
Profit on Organization Contribution	-		-
Total	3,844	Total PF Payable	-

Total Salary & Others (E)	(3,413)
Total Provident Fund	3,844
Total End of Service Benefit	431

In Words: Four Hundred Thirty One Taka Only.

Prepared By M. Rahman 18.06.26
Checked By [Signature]

Process and Calculation
is Audited based on
supporting documents

Reviewed By
Md. Shahid Ali
Assistant General Manager
Assistant Audit Coordinator
Internal Audit and Legal Department
Shakti Foundation for Disadvantaged Women

Approved By
Md. Akash Mia
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT 431 ☐ received From/ ☐ Paid To Shakti Foundation

In Words: Four Hundred Thirty One Taka Only.

Signature & Date:

checked by
[Signature]

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

22158

02. Account Holder Name:

MD. AKASH MIA

03. Bank Account No:

2164211027113

04. Bank Name:

Prime Bank

05. Bank Branch Name:

PALLABI BRANCH (170263580)

06. Employee Mobile No:

01759-499518

07. Employee Name & Signature:

MD. AKASH MIA / AKASH

Verified By Supervisor's

Name (BM):

EIN:

Signature:

Date:

Suman Chandra Das
Branch Manager
Shakti Foundation

Verified By Supervisor's

Name (AS):

EIN:

Signature:

Date:

Md. Babul Akter

01868

Babul

24.12.25

Md. Babul Akter
EIN - 01868
Area Supervisor
Shakti Foundation