

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/469

Date:14-06-2026

Employee Information

Employee Name:	Md. Esanoor Alam	Separation Effective Date:	06-Feb-26
Employee ID:	3574	Length of Service:	15 years 10 Months 1 Days
Post Name:	Senior Microfinance Officer	Salary paid up to:	31-Dec-25
Branch / Department:	Atwari Panchagarh	Separation Type:	Resignation
Branch / Department Code	0608	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	5-Apr-2010	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-May-2011	Leave without Pay (Days)	0 Days
Resignation Submission Date	5-Jan-2026	Contact Number	01742722697
Last Working Day(As per Attendance)	5-Feb-2026	Payment Account :	Salary

Salary Information	Amount	Day's	Amount
Gross	29,214	36	34,431
A.Total salary Dues			34,431

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	11,686	16	3	560,928
B.Total Gratuity Dues				560,928

Additional Payment	Amount
Leave Encashment	4,869
TA & DA / Field trips	5,304
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	5,000
Security Deposit Interest	896
Over Time (March & April,2025)	-
C.Total Additional Payment	16,069

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Security Deposit	-
Security Deposit Interest	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
One Month Salary	-
Abashon Rent	600
Income Tax	300
D.Total Deduction	600
E.Total Payable / Receivable (A+B+C-D)	610,828

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	103,177	PF Loan (Principal)	-
Organization Contribution	103,177	PF Loan (Interest)	-
Profit on Employees Contribution	66,082		-
Profit on Organization Contribution	66,081		-
Total	338,517	Total PF Payable	-

Total Salary & Others (E)	610,828
Total Provident Fund	338,517
Total End of Service Benefit	949,345

Nine Lakh Forty Nine Thousand Three Hundred Forty Five only
 14-06-26
 Prepared By
 Checked By

Process and Calculation
is Audited based on
supporting documents

14-06-26
 Md. Shahid Ali
 Assistant General Manager
 Assistant Audit Coordinator
 Internal Audit and Legal Department
 Shakti Foundation For Disadvantaged Women

14-06-26
 Md. Abdul Halim
 Senior Director &
 Head of Finance
 Shakti Foundation
 for Disadvantaged Women

Employee Acknowledgement

BDT 949,345 ☐ Received From/ ☐ Paid To Shakti Foundation

Signature & Date:

Nine Lakh Forty Nine Thousand Three Hundred Forty Five only

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

03574

02. Account Holder Name:

MD - Esenowz Alam

03. Bank Account No:

2071030025849

04. Bank Name:

Dutch-Bangla-Bank

05. Bank Branch Name:

Naogaon Sadar

06. Employee Mobile No:

01742722697

07. Employee Name & Signature:

MD - Esenowz Alam

Verified By Supervisor's

Name (BM): Md Ashraful

EIN: 16513

Signature:

Date: 08.02.2026

Verified By Supervisor's

Name (AS): Md. Ziaur Rahman

EIN:

21726

Signature:

Date:

12-3-26

MD. ZIAUR RAHMAN
Supervisor, EIN-21726
Panchagarh.