

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Date: 28-04-2026

Reference: Shakti/ Finance /Treasury/EFS/2026/138

Employee Information			
Employee Name:	Urmi Akter	Separation Effective Date:	01-Jan-26
Employee ID:	23544	Length of Service:	0 years 0 Months 18 Days
Post Name:	Microfinance Officer(Probationary)	Salary paid up to:	31-Dec-25
Branch / Department:	Belabo Narsingdi	Separation Type:	Discontinuation of service
Branch / Department Code	0319	Notice Period:	0 Month
Employment Type:	Probationary	Notice Period Completed:	0 Month
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	01905887206
Last Working Day (As Per Attendance)	31-Dec-2025	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	20,000	0	-
A.Total salary Dues			

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

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

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

Provident Fund	Amount (S)	Particular (S)	Amount (S)
Particular (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)	15,000
Total Provident Fund	-
Total End of Service Benefit	15,000
In Words: Fifteen Thousand Taka Only.	

Prepared By M. Rahman
28.04.2026

Checked By

Reviewed By

Approved

Wd. Abdul Halim
Senior Director &
Head of Finance
Shakti Foundation
For Disadvantaged Women

Employee Acknowledgement

BDT 15,000 ☐ Received From/ ☐ Paid To Shakti Foundation

In Words: Fifteen Thousand Taka Only.

Receiver's Name:
Signature & Date:

Checked by
AAB

Employee Personal Bank Account Informaton

Required Information

01. Employee EIN :

23544

02. Account Holder Name:

Urmi Akter

03. Bank Account No:

2152213034862

04. Bank Name:

Prime Bank

05. Bank Branch Name:

Mirpur-1

06. Employee Mobile No:

01905887206

07. Employee Name & Signature:

Urmi Akter

Verified By Supervisor's

Name (BM): Md. Forhad Hossain

EIN: 22851 12586

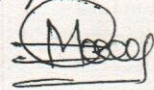
Signature: 

Date: 30.12.25

Verified By Supervisor's

Name (AS): Atiar Rahman

EIN: 16317

Signature: 

Date:

26-02-26