

**Shakti Foundation For Disadvantaged Women
Employee Final Settlement**

Reference: Shakti/ Finance /Treasury/EFS/2026/70

Date:04-03-2026

Employee Information

Employee Name:	Md. Aslam Hossain Howlader	Separation Effective Date:	29-Jan-26
Employee ID:	23211	Length of Service:	0 years 3 Months 10 Days
Post Name:	Microfinance Officer (Probationary)	Salary paid up to:	31-Dec-25
Branch / Department:	Bhojeshwar, Shariatpur	Separation Type:	Discontinuation of Service
Branch / Department Code	0515	Notice Period:	0 Month
Employment Type:	Probationary	Notice Period Completed:	0 Months 29 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		Contact Number	01772428249
Last Working Day	28-Jan-2026	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	20,000	29	18,710
A.Total salary Dues			18,710

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	1,806
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	-
Additional One Month Salary	-
C.Total Additional Payment	16,806

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Bicycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashaon Rent	300
Income Tax	-
D.Total Deduction	300
E.Total Payable / Receivable (A+B+C-D)	35,216

Shakti Foundation (Finance)
05 FEB 2026
12 MAR 2026

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	-		-

Process and Calculation
is Audited based on
supporting documents.

Total Salary & Others (E)	35,216
Total Provident Fund	-
Total End of Service Benefit	35,216

In Words: Thirty Five Thousand Two Hundred Sixteen Taka Only.

Prepared By M. Rahman 04-03-26
Checked By Aslam 04-03-26

Md. Ansari Hoque
Deputy General Manager
Assistant Audit Coordinator
Internal Audit & Legal Department
Shakti Foundation for Disadvantaged Women

Md. Abdur Najim
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement	Receiver's Name:
BDT 35,216 <input type="checkbox"/> Received From/ <input type="checkbox"/> Paid To Shakti Foundation	Signature & Date:
In Words: Thirty Five Thousand Two Hundred Sixteen Taka Only.	

Checked by
MOL