

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2026/183

Date:07-06-2026

Employee Information

Employee Name:	Md. Monirozzaman	Separation Effective Date:	06-Nov-24
Employee ID:	21322	Length of Service:	0 years 2 Months 6 Days
Post Name:	Microfinance Officer (Probationary)	Salary paid up to:	31-Oct-24
Branch / Department:	Singair Manikganj	Separation Type:	Resignation
Branch / Department Code	0298	Notice Period:	0 1 Month
Employment Type:	Probationary	Notice Period Completed:	0 Months 3 Days
Date of joining:	31-Aug-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date	3-Nov-2024	Contact Number	01747831972
Last Working Day (As Per Attendance)	5-Nov-2024	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	18,000	5	3,000
A.Total salary Dues			3,000

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	333
Residential Allowance	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	-
One Month Salary	-
C.Total Additional Payment	15,333

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Bicycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	15,000
Security Deposit Interest	-
One Month Salary	18,000
Abashaon Rent	300
Income Tax	-
D.Total Deduction	33,300
E.Total Payable / Receivable (A+B+C-D)	(14,967)

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)

Total Provident Fund	(14,967)
Total End of Service Benefit	(14,967)

In Words: Fourteen Thousand Nine Hundred Sixty Seven Taka Only

Prepared By M Rahman 07-06-26
Checked By [Signature] 07-06-26

**Process and Calculation
is Audited based on
supporting documents**

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

Md. Asadul Halim
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT (14,967) ☐ received From/ ☐ paid To Shakti Foundation	Signature & Date:
In Words: Fourteen Thousand Nine Hundred Sixty Seven Taka Only.	

checked by MDJ