

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

Reference: Shakti/ Finance /Treasury/EFS/2026/177

Date:20-05-2026

Employee Information

Employee Name:	Md. Ferdous Mia	Separation Effective Date:	18-Mar-26
Employee ID:	23961	Length of Service:	0 years 1 Months 3 Days
Post Name:	Microfinance Officer (Probationary)	Salary paid up to:	28-Feb-26
Branch / Department:	Aushkandi, Habiganj	Separation Type:	Discontinuation of service
Branch / Department Code	0530	Notice Period:	0 Month
Employment Type:	Probationary	Notice Period Completed:	0 Month
Date of joining:	15-Feb-2026	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01302435251
Last Working Day (As Per Attendance)	16-Mar-2026	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	20,000	16	10,323
A.Total salary Dues			10,323

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	-
Residential Allowance	1,032
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	774
Distance Allowance	-
Security Deposit	-
Security Deposit Interest	15,000
Other Allowance	-
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	-
Salary (Nov,2024)	-
TA & DA / Field trips	-
Abashaon Rent	-
Income Tax	300
D.Total Deduction	300
E.Total Payable / Receivable (A+B+C-D)	26,829

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)	26,829
Total Provident Fund	-
Total End of Service Benefit	26,829

In Words: Twenty Six Thousand Eight Hundred Twenty Nine Taka Only.

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

Prepared By Md. Ferdous Mia Date: 20.05.2026
Checked By Md. Shahid Ali Date: 22.5.26

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

Approved By Md. Abdul Halim
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT 26,829 received From/ ☐ Paid To Shakti Foundation
In Words: Twenty Six Thousand Eight Hundred Twenty Nine Taka Only.
Signature & Date: _____

checked by MD

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

26215

02. Account Holder Name:

MA Ferdous Mia

03. Bank Account No:

2224211007062

04. Bank Name:

Prime Bank Limited

05. Bank Branch Name:

Sherpur Branch (170102746)

06. Employee Mobile No:

01302 435251

07. Employee Name & Signature:

Ferdous

Verified By Supervisor's

Name (BM):

Syed Azizur Rahman

EIN:

✓ 12268

Signature:



Date:

17.03.2026

Verified By Supervisor's

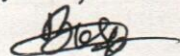
Name (AS):

Abdul Baseel

EIN:

1089L

Signature:



Date:

12/04/26