

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Done

Reference: Shakti/ Finance /Treasury/EFS/2025/510

Date:02-07-2026

Employee Information

Employee Name:	Md. Akteruzzaman	Separation Effective Date:	13-Apr-26
Employee ID:	23215	Length of Service:	0 years 5 Months 25 Days
Post Name:	Microfinance Officer (Probationary)	Salary paid up to:	31-Mar-26
Branch / Department:	Bahadurpur, Madaripur	Separation Type:	Resignation
Branch / Department Code	0653	Notice Period:	01 Month
Employment Type:	Probationary	Notice Period Completed:	0 Months 1 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	12-Apr-2026	Contact Number	01777101217
Last Working Day(As per Attendance)	12-Apr-2026	Payment Account :	Salary

Salary Information	Amount	Day's	Amount
Gross	20,000	12	8,000
A.Total salary Dues			8,000

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	-
DSA	1,800
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	-
Security Deposit Interest	15,000
Over Time (March & April,2025)	-
C.Total Additional Payment	16,800

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Security Deposit	-
Security Deposit Interest	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	21,981
One Month Salary	725
Abashon Rent	-
Income Tax	300
D.Total Deduction	-
E.Total Payable / Receivable (A+B+C-D)	23,006
	1,794

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)	1,794
Total Provident Fund	-
Total End of Service Benefit	1,794
One Thousand Seven Hundred Ninety Four only	

Prepared By

Checked By

Employee Acknowledgement

BDT 1,794

Received From/

Paid To Shakti Foundation

Receiver's Name:

Signature & Date:

One Thousand Seven Hundred Ninety Four only

Process and Calculation
is Audited based on
supporting documents

12-7-26
Md. Shahid Ali
Assistant General Manager
Assistant Audit Coordinator
Internal Audit and Legal Department
Shakti Foundation For Disadvantaged Women

12-7-26
Md. Abdul Halim
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

11.07.2026

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

26220

02. Account Holder Name:

MD Akteruzzaman

03. Bank Account No:

2205215017052

04. Bank Name:

Prime Bank

05. Bank Branch Name:

IBRAHIMPUR Branch

06. Employee Mobile No:

01777101217

07. Employee Name & Signature:

Verified By Supervisor's

Name (BM): MD. HADIUZZAMAN

EIN: 14085

Signature:

Date: 21.4.26

MD. HADIUZZAMAN
EIN-14085
Branch Manager
Shakti Foundation

Verified By Supervisor's

Name (AS): Khan Abu Kashem

EIN: 00910

Signature:

Date:

03-5-26
Khan Abu Kashem
Area Supervisor
EIN: 00910
Shakti Foundation