

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

Reference: Shakti/ Finance /Treasury/EFS/2025/343

Date:16-04-2026

Employee Information

Employee Name:	Miltan Talukder	Separation Effective Date:	14-Jan-26
Employee ID:	22322	Length of Service:	0 years 9 Months 29 Days
Post Name:	Microfinance Officer	Salary paid up to:	30-Nov-25
Branch / Department:	Shahrasti Chandpur	Separation Type:	Resignation
Branch / Department Code	0247	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 30 Days
Date of joining:	16-Mar-2025	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Sep-2025	Leave without Pay (Days)	0 Days
Resignation Submission Date	15-Dec-2025	Contact Number	01868431613
Last Working Day(As per Attendance)	13-Jan-2026	Payment Account :	Salary

Salary Information	Amount	Day's	Amount
Gross	25,000	43	34,678
A.Total salary Dues			34,678

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

Additional Payment	Amount
Leave Encashment	4,167
TA & DA / Field trips	6,242
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	225
Over Time (March & April,2025)	-
C.Total Additional Payment	25,634

Deductions	Amount (S)
Financial Misappropriation	-
Motorecycle Loan	-
Security Deposit	15,000
Security Deposit Interest	225
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
One Month Salary	-
Abashon Rent	600
Income Tax	-
D.Total Deduction	15,825
E.Total Payable / Receivable (A+B+C-D)	44,487

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	2,840	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	66		-
Profit on Organization Contribution	-		-
Total	2,906	Total PF Payable	-

Total Salary & Others (E)	44,487
Total Provident Fund	2,906
Total End of Service Benefit	47,393

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

Prepared By M Rahman
16.04.2026

Checked By [Signature]
16.04.26

Md. Masud Hossain
 Deputy General Manager
 Assistant Audit Coordinator
 Internal Audit & 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 47,393	Received From/ <input type="checkbox"/> Paid To Shakti Foundation
Signature & Date:	
In Words: Forty Seven Thousand Three Hundred Ninety Three Taka Only.	

checked by [Signature]

Employee Personal Bank Account Informaton

Required Information

01. Employee EIN :

22622

02. Account Holder Name:

MILTAN TALUKDER

03. Bank Account No:

2132215032331

04. Bank Name:

Prime Bank

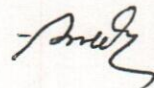
05. Bank Branch Name:

Banani Branch

06. Employee Mobile No:

01868431613

07. Employee Name & Signature:

Miltan Talukdere. 

Verified By Supervisor's

Name (BM): Md. Sosibuddin

EIN: 13549

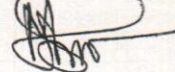
Signature: 

Date: 13/01/2026

Verified By Supervisor's

Name (AS): Muzadazzaman

EIN: 10387

Signature: 

Date: 13-01-26