

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

Reference: Shakti/ Finance /Treasury/EFS/2026/113

Date:11-04-2026

Employee Information

| | | | |
|-----------------------------|-------------------------------------|---------------------------------|-------------------------|
| Employee Name: | Josim Uddin | Separation Effective Date: | 13-Nov-25 |
| Employee ID: | 23142 | Length of Service: | 0 years 1 Months 8 Days |
| Post Name: | Microfinance Officer (Probationary) | Salary paid up to: | 31-Oct-25 |
| Branch / Department: | Beanibazar, Sylhet | Separation Type: | Resignation |
| Branch / Department Code | 0573 | Notice Period: | 0 1 Month |
| Employment Type: | Probationary | Notice Period Completed: | 0 Months 1 Days |
| Date of joining: | 5-Oct-2025 | Annual Leave Encashment Balance | 0 Days |
| Date of Confirmation: | | Leave without Pay (Days) | 0 Days |
| Resignation Submission Date | 12-Nov-2025 | Contact Number | 01732834241 |
| Last Working Day | 12-Nov-2025 | Email ID : | |

| Salary Information | Amount | Day's | Amount |
|----------------------------|--------|-------|--------------|
| Gross | 18,000 | 12 | 7,200 |
| A.Total salary Dues | | | 7,200 |

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

| Additional Payment | Amount |
|-----------------------------------|---------------|
| Leave Encashment | - |
| TA & DA / Field trips | 800 |
| DSA | - |
| Motor Cycle Allowance | - |
| Ancholik Allowance | 600 |
| Shurakkha Bhata | - |
| Distance Allowance | - |
| Security Deposit | 15,000 |
| Security Deposit Interest | - |
| One Month Salary | - |
| C.Total Additional Payment | 16,400 |

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

Shakti Foundation (Finance)
RECEIVED
20 APR 2026
Tina

| 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) | 23,300 |
| Total Provident Fund | - |
| Total End of Service Benefit | 23,300 |

Process and Calculation
is Audited based on
supporting documents

In Words: Twenty Three Thousand Three Hundred Taka Only.
Prepared By M. Rahman 11.04.2026
Checked By [Signature] 11.04.2026

Md. Anwarul Haque
15/4/26
Deputy General Manager
Assistant Audit Legal Department
Internal Audit & Legal Department
Shakti Foundation for Disadvantaged Women

Approved by
Md. Anwarul Haque
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

| Employee Acknowledgement | Receiver's Name: |
|---|-------------------|
| BDT <u>23,300</u> received From/ <input type="checkbox"/> paid To Shakti Foundation | Signature & Date: |
| In Words: Twenty Three Thousand Three Hundred Taka Only. | |

checked by
[Signature]

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

23142

02. Account Holder Name:

JO SIM UDDIN

03. Bank Account No:

215 22170 33 522

04. Bank Name:

Prime Bank

05. Bank Branch Name:

MIRPUR BRANCE -1

06. Employee Mobile No:


01732 834241

07. Employee Name & Signature:

Verified By Supervisor's

Name (BM): Adil Uzzaman Matal

EIN: 09414

Signature: 

Date: 13.01.22

Verified By Supervisor's

Name (AS):

EIN:

Signature:

Date: