

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

Reference: Shakti/ Finance /Treasury/EFS/2025/425

Date:19-05-2026

**Employee Information**

|                                     |                      |                                 |                          |
|-------------------------------------|----------------------|---------------------------------|--------------------------|
| Employee Name:                      | Md. Shah Alam        | Separation Effective Date:      | 16/Feb/26                |
| Employee ID:                        | 19681                | Length of Service:              | 2 years 7 Months 23 Days |
| Post Name:                          | Microfinance Officer | Salary paid up to:              | 31-Dec-25                |
| Branch / Department:                | Shibbati Bogura      | Separation Type:                | Resignation              |
| Branch / Department Code            | 0052                 | Notice Period:                  | 01 Month                 |
| Employment Type:                    | Permanent            | Notice Period Completed:        | 1 Months 2 Days          |
| Date of joining:                    | 24-Jun-2023          | Annual Leave Encashment Balance | 0 Days                   |
| Date of Confirmation:               | 1-Dec-2023           | Leave without Pay (Days)        | 0 Days                   |
| Resignation Submission Date         | 14-Jan-2026          | Contact Number                  | 01729829077              |
| Last Working Day(As per Attendance) | 15-Feb-2026          | Payment Account :               | Salary                   |

| Salary Information         | Amount | Day's | Amount        |
|----------------------------|--------|-------|---------------|
| Gross                      | 26,692 | 46    | 40,991        |
| <b>A.Total salary Dues</b> |        |       | <b>40,991</b> |

| Gratuity Information         | Basic | Year | No. of Gratuity | Amount |
|------------------------------|-------|------|-----------------|--------|
| Gratuity                     |       |      |                 |        |
| <b>B.Total Gratuity Dues</b> |       |      |                 |        |

| Additional Payment                | Amount        |
|-----------------------------------|---------------|
| Leave Encashment                  | 4,449         |
| TA & DA / Field trips             | 6,911         |
| DSA                               | -             |
| Motor Cycle Allowance             | -             |
| Ancholik Allowance                | -             |
| Shurakkha Bhata                   | -             |
| Due Distance Allowance            | -             |
| Security Deposit                  | 2,000         |
| Security Deposit Interest         | 15,000        |
| Over Time ( March & April,2025)   | 1,899         |
| <b>C.Total Additional Payment</b> | <b>30,259</b> |

| Deductions                                    | Amount (S)    |
|-----------------------------------------------|---------------|
| Financial Misappropriation                    | -             |
| Motorcycle Loan                               | -             |
| Security Deposit                              | -             |
| Security Deposit Interest                     | -             |
| Mobile Phone Handset Loan                     | -             |
| Mobile Phone Subsidy                          | -             |
| One Month Salary                              | -             |
| Abashon Rent                                  | -             |
| Income Tax                                    | 600           |
| <b>D.Total Deduction</b>                      | <b>-</b>      |
| <b>E.Total Payable / Receivable (A+B+C-D)</b> | <b>600</b>    |
|                                               | <b>70,650</b> |

**Provident Fund**

| Particular (S)                      | Amount (S)    | Particular (S)          | Amount (S) |
|-------------------------------------|---------------|-------------------------|------------|
| Employees Contribution              | 24,308        | PF Loan (Principal)     | -          |
| Organization Contribution           | -             | PF Loan (Interest)      | -          |
| Profit on Employees Contribution    | 2,035         |                         | -          |
| Profit on Organization Contribution | -             |                         | -          |
| <b>Total</b>                        | <b>26,343</b> | <b>Total PF Payable</b> | <b>-</b>   |

|                                      |               |
|--------------------------------------|---------------|
| <b>Total Salary &amp; Others (E)</b> | 70,650        |
| <b>Total Provident Fund</b>          | 26,343        |
| <b>Total End of Service Benefit</b>  | <b>96,993</b> |

Ninety Six Thousand Nine Hundred Ninety Three only

19-05-26

Prepared By

Checked By

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

Approved

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

**Employee Acknowledgement**

BDT 96,993

Received From/

Paid To Shakti

Signature Name:

Signature & Date:

Ninety Six Thousand Nine Hundred Ninety Three only

checked by



# Employee Personal Bank Account Information

## Required Information

01. Employee EIN :

19681

02. Account Holder Name:

MD. SHAH ALAM

03. Bank Account No:

2508211008802

04. Bank Name:

PRIME BANK

05. Bank Branch Name:

Mograpata, Sonargaon

06. Employee Mobile No:

01729829077

Md. Shah Alam



07. Employee Name & Signature:

Verified By Supervisor's

Name (BM):

EIN:

Signature:

Date:

Md. Shamim Hossain  
Branch Manager (20728)  
Shakti Foundation  
Shibbati Bogura.

B M

Verified By Supervisor's

Name (AS):

EIN:

Signature:

Date: Md. Humaun Kobir  
EIN-03250  
Area Supervisor  
Shakti Foundation

AS