

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

Reference: Shakti/ Finance /Treasury/EFS/2025/122

Date:23-04-2026

Employee Information

Employee Name:	Md. Mahabul Islam	Separation Effective Date:	06-Jan-26
Employee ID:	17066	Length of Service:	3 years 11 Months 14 Days
Post Name:	Senior Microfinance Officer	Salary paid up to:	31-Dec-25
Branch / Department:	Ashulia Dhaka SME	Separation Type:	Resignation
Branch / Department Code	0497	Notice Period:	01 Month
Employment Type:	Probationary	Notice Period Completed:	01 Day
Date of joining:	23-Jan-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Nov-2022	Leave without Pay (Days)	0 Days
Resignation Submission Date	4-Jan-2026	Contact Number	01718639743
Last Working Day (As Per Attendance)	5-Jan-2026	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	31,450	5	5,073
A.Total salary Dues			5,073

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

Additional Payment	Amount
Leave Encashment	5,242
TA & DA / Field trips	726
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	5,968

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
Income Tax	-
D.Total Deduction	-
E.Total Payable / Receivable (A+B+C-D)	11,041

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	39,032	PF Loan (Principal)	-
Organization Contribution	39,032	PF Loan (Interest)	-
Profit on Employees Contribution	4,768		-
Profit on Organization Contribution	768		-
Total	87,600	Total PF Payable	-

Total Salary & Others (E)	11,041
Total Provident Fund	87,600
Total End of Service Benefit	98,641

In Words: Ninety Eight Thousand Six Hundred Forty One Taka Only.

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

Prepared By: *Mahabul* 23.04.26

Checked By: *[Signature]* 23.04.26

Reviewed By: *[Signature]* 26.04.26

Approved By: *[Signature]*
Md. Abdul Halim
Senior Director &
Head of Finance &
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement		Receiver's Name:	
BDT 98,641	received From		
	paid To Shakti Foundation		
In Words: Ninety Eight Thousand Six Hundred Forty One Taka Only.		Signature & Date:	

*checked by
[Signature]*