

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/447

Date:30-09-2025

Employee Information

Employee Name:	Md. Milad Uddin	Separation Effective Date:	29/Jul/25
Employee ID:	22547	Length of Service:	0 years 2 Months 4 Days
Post Name:	Microfinance Officer (Probationary)	Salary paid up to:	30-Jun-25
Branch / Department:	Sadar Cumilla	Separation Type:	Resignation
Branch / Department Code	0033	Notice Period:	01 Month
Employment Type:	Probationary	Notice Period Completed:	0 Months 1 Days
Date of joining:	25-May-2025	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date	28-Jul-2025	Contact Number	01724562729
Last Working Day	28-Jul-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	18,000	27	15,677
A.Total salary Dues			15,677

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	1,742
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	75
Over Time (March & April,2025)	-
C.Total Additional Payment	16,817

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	22,300
Mobile Phone Subsidy	699
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	300
Income Tax	-
D.Total Deduction	23,299
E.Total Payable / Receivable (A+B+C-D)	9,195

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)	9,195
Total Provident Fund	-
Total End of Service Benefit	9,195
Nine Thousand One Hundred Ninety Five Taka Only.	

Prepared By: [Signature] 30.09.25

Checked By: [Signature] 30.09.25

Process and Calculation
is Audited based on
supporting documents

Reviewed By: [Signature] 05/10/2025
Director

Approved By: [Signature] 05/10/2025
Senior Director & Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT 9,195 ☐ Received From/ ☐ Paid To Shakti Foundation

In Words: Nine Thousand One Hundred Ninety Five Taka Only.

Signature & Date: _____

checked by
AAOV.

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

22547

02. Account Holder Name:

MD. MILAD UDDIN

03. Bank Account No:

2205211016173

04. Bank Name:

Prime Bank

05. Bank Branch Name:

IBRAHIMPUR Branch

06. Employee Mobile No:

01724562720

07. Employee Name & Signature:

Verified By Supervisor's

Name (BM): MD: Asaduzzaman

EIN: 16460

Signature: 

Date: 28.7.2025

Md. Asaduzzaman
Branch Manager EIN-16460
Sadar Cumilla-0033
Shakti Foundation

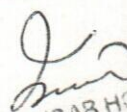
Verified By Supervisor's

Name (AS):

EIN:

Signature:

Date:


MD SHOHRAB HOSSAIN
EIN-13811
Area Supervisor
SHAKTI FOUNDATION
28/7/25