

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

Reference: Shakti/ Finance /Treasury/EFS/2026/15
Employee Information

Date:14-01-2026

Employee Name:	Md. Mominul Islam	Separation Effective Date:	04-Nov-25
Employee ID:	23118	Length of Service:	0 years 0 Months 30 Days
Post Name:	Microfinance Officer (Probationary)	Salary paid up to:	31-Oct-25
Branch / Department:	Bandar Narayanganj SME	Separation Type:	Discontinuation of Service
Branch / Department Code	0500	Notice Period:	0 Month
Employment Type:	Probationary	Notice Period Completed:	0 Month
Date of joining:	5-Oct-2025	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01941166206
Last Working Day	3-Nov-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	18,000	4	2,400
A.Total salary Dues			2,400

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

Additional Payment	Amount
One Month Additional Salary	-
TA & DA / Field trips	200
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	15,200

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle 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)	17,300

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)	17,300
Total Provident Fund	-
Total End of Service Benefit	17,300
In Words: Seventeen Thousand Three Hundred Taka Only	

Employee Acknowledgement

BDT 17,300	Received From/ Shakti Foundation (Finance)	Paid To Shakti Foundation	Internal Audit and Legal Department Shakti Foundation For Disadvantaged Women	Receiver's Name:	Signature & Date:
In Words: Seventeen Thousand Three Hundred Taka Only					

*Process and Calculation
is Audited based on
submitting documents
15/01/26*

Reviewed By: *15/01/26*

Director

Approved By:

15/01/26
Md. Golam Hahn
Senior Director &
Head of Finance
Shakti Foundation
For Disadvantaged Women

18 JAN 2026

*Checked by
Mominul Islam*

Time

Sign