

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

Reference: Shakti/ Finance /Treasury/EFS/2026/108

Date:05-04-2026

Employee Information

Employee Name:	Md. Mohin	Separation Effective Date:	02-Feb-26
Employee ID:	22703	Length of Service:	0 years 6 Months 20 Days
Post Name:	Microfinance Officer (Probationary)	Salary paid up to:	31-Dec-25
Branch / Department:	Mohamaya, Chandpur	Separation Type:	Discontinuation of Service
Branch / Department Code	0579	Notice Period:	0 Month
Employment Type:	Probationary	Notice Period Completed:	0 Month
Date of joining:	13-Jul-2025	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01779796613
Last Working Day (As Per Attendance)	31-Jan-2026	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	20,000	31	20,000
A.Total salary Dues			20,000

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	4,500
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	-
Other Allowance	-
C.Total Additional Payment	19,500

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Bicycle Loan	-
Mobile Phone Handset Loan	12,577
Mobile Phone Subsidy	587
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashaon Rent	-
Income Tax	-
D.Total Deduction	13,164
E.Total Payable / Receivable (A+B+C-D)	26,336

Shakti Foundation (Finance)
08 APR 2026
Time 3:00 PM

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	-

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

Total Salary & Others (E)	26,336
Total Provident Fund	-
Total End of Service Benefit	26,336

In Words: Twenty Six Thousand Three Hundred Thirty Six Taka Only.

Prepared By M. Rahman 05-04-26
Checked By [Signature] 05-04-26

Md. Anwarul Hoque
Deputy General Manager
Assistant Audit Coordinator
Internal Audit & Legal Department
Shakti Foundation for Disadvantaged Women

Approved By [Signature]
Md. Akbar Hossain
Senior Director &
Head of Finance &
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement	
BDT 26,336	Received From/ Paid To Shakti Foundation for Disadvantaged Women
Signature & Date:	

In Words: Twenty Six Thousand Three Hundred Thirty Six Taka Only.

checked by [Signature]

Employee Personal Bank Account Informaton

Required Information

01. Employee EIN :
02. Account Holder Name:
03. Bank Account No:
04. Bank Name:
05. Bank Branch Name:
06. Employee Mobile No:



07. Employee Name & Signature:


Verified By Supervisor's

Name (BM):

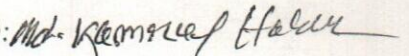
EIN:

Signature:


Date:


Anisur Rahman
EIN-12254
Branch Manager
Shakti Foundation

Verified By Supervisor's

Name (AS): 

EIN: 01436

Signature: 

Date: 5.2.2026

Md. Kamrul Hasan
EIN: 01436
Area Supervisor
Shakti Foundation