

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

Reference: Shakti/ Finance /Treasury/EFS/2025/234

Date:03-02-2026

Employee Information

| | | | |
|-----------------------------|-------------------------------------|---------------------------------|----------------------------|
| Employee Name: | Md. Mosiur Rahman | Separation Effective Date: | 15-Dec-25 |
| Employee ID: | 23383 | Length of Service: | 0 years 0 Months 29 Days |
| Post Name: | Microfinance Officer (Probationary) | Salary paid up to: | 30-Nov-25 |
| Branch / Department: | Khilpara, Noakhali | Separation Type: | Discontinuation of Service |
| Branch / Department Code | 0525 | Notice Period: | 01 Month |
| Employment Type: | Probationary | Notice Period Completed: | 11 Months 15 Days |
| Date of joining: | 16-Nov-2025 | Annual Leave Encashment Balance | 0 Days |
| Date of Confirmation: | | Leave without Pay (Days) | 0 Days |
| Resignation Submission Date | | Contact Number | 01765113173 |
| Last Working Day | 15-Dec-2025 | Email ID : | - |

| Salary Information | Amount | Day's | Amount |
|----------------------------|--------|-------|--------------|
| Gross | 20,000 | 15 | 9,677 |
| A.Total salary Dues | | | 9,677 |

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

| Additional Payment | Amount |
|-----------------------------------|---------------|
| Leave Encashment | - |
| TA & DA / Field trips | 903 |
| DSA | - |
| Motor Cycle Allowance | - |
| Ancholik Allowance | - |
| Shurakha Bhata | - |
| Due Distance Allowance | - |
| Security Deposit | 15,000 |
| Security Deposit Interest | - |
| Over Time (March & April,2025) | - |
| C.Total Additional Payment | 15,903 |

| Deductions | Amount (S) |
|---|---------------|
| Financial Misappropriation | - |
| Motorcycle Loan | - |
| Security Deposit | - |
| Security Deposit Interest | - |
| Mobile Phone Handset Loan | - |
| Mobile Phone Subsidy | - |
| One Month Salary | - |
| Abashon Rent | 300 |
| Income Tax | - |
| D.Total Deduction | 300 |
| E.Total Payable / Receivable (A+B+C-D) | 25,280 |

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)

Total Provident Fund

Total End of Service Benefit

In Words: Twenty Five Thousand Two Hundred Eighty Taka Only.

M. Mosiur Rahman
Prepared By 03.02.2026

R. H. S. 03.02.2026
Checked By

Employee Acknowledgement

BDT 25,280

Received From/

Paid To Shakti Foundation

In Words: Twenty Five Thousand Two Hundred Eighty Taka Only.

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

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

Receiver's Name:

Signature & Date:

Approved By

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

*checked by
AAOV*