

**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	-
Shurakkha 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)	25,280
Total Provident Fund	-
Total End of Service Benefit	25,280

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

Prepared By M. Rahman 03.02.2026
Checked By M. Mosiur Rahman 03.02.2026

Employee Acknowledgement

BDT 25,280 ☐ Received From/ ☐ Paid To Shakti Foundation

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

Receiver's Name:

Signature & Date:

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

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

Approved By
Md. Abdul Halim
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

*checked by
MAH*