

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

Reference: Shakti/ Finance /Treasury/EFS/2026/76
Employee Information

Date:09-03-2026

Employee Name:	Majharul Islam	Separation Effective Date:	01-Feb-26
Employee ID:	22822	Length of Service:	0 years 5 Months 29 Days
Post Name:	Microfinance Officer (Probationary)	Salary paid up to:	31-Dec-25
Branch / Department:	Dohar Dhaka	Separation Type:	Discontinuation of Service
Branch / Department Code	0136	Notice Period:	0 Month
Employment Type:	Probationary	Notice Period Completed:	0 Month
Date of joining:	3-Aug-2025	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01934573187
Last Working Day	31-Jan-2026	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	20,000	32	20,714
A.Total salary Dues			20,714

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

Additional Payment	Amount
One Month Additional Salary	-
TA & DA / Field trips	2,000
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	-
One Month Salary	-
C.Total Additional Payment	17,000

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Bicycle 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)	37,414

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			

Process and Calculation
is Audited based on
supporting documents

Total Salary & Others (E)	37,414
Total Provident Fund	-
Total End of Service Benefit	37,414

In Words: Thirty Seven Thousand Four Hundred Fourteen Taka Only.

Prepared By

Checked By

Approved

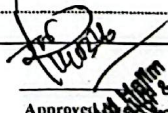
Employee Acknowledgement

BDT 37,414 received From/ paid To Shakti Foundation

Receiver's Name:

Signature & Date:

In Words: Thirty Seven Thousand Four Hundred Fourteen Taka Only.


Md. Atiqul Haque
 Senior Director &
 Head of Finance &
 Shakti Foundation
 for Disadvantaged Women

Checked by
AAO