

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

Reference: Shakti/ Finance /Treasury/EFS/2026/106
Employee Information

Date:05-04-2026

Employee Name:	Md. Nabab Miah	Separation Effective Date:	30-Jan-26
Employee ID:	22713	Length of Service:	0 years 6 Months 17 Days
Post Name:	Microfinance Officer (Probationary)	Salary paid up to:	31-Dec-25
Branch / Department:	Kotwali Chattogram	Separation Type:	Discontinuation of Service
Branch / Department Code	0056	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	01909614938
Last Working Day (As Per Attendance)	29-Jan-2026	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	20,000	29	18,710
A.Total salary Ducs			18,710

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	1,871
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	1,403
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	-
Other Allowance	-
C.Total Additional Payment	18,274

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Bicycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashaon Rent	300
Income Tax	-
D.Total Deduction	300
E.Total Payable / Receivable (A+B+C-D)	36,684

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)	Process and Calculation is Audited based on supporting documents	36,684
Total Provident Fund		
Total End of Service Benefit		36,684

In Words: Thirty Six Thousand Six Hundred Eighty Four Taka Only.

Prepared By: M. Rakman 05.04.26
 Checked By: [Signature] 05.04.26
 Approved By: [Signature] 05.04.26

Employee Acknowledgement
 BDT 36,684 received From: Paid To Shakti Foundation
 Receiver's Name: _____
 Signature & Date: _____

In Words: Thirty Six Thousand Six Hundred Eighty Four Taka Only.

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

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

checked by [Signature]

Employee Personal Bank Account Informaton

Required Information

01. Employee EIN :

22713

02. Account Holder Name:

MD. Nabab Miah

03. Bank Account No:

2205214016410

04. Bank Name:

Prime Bank Ltd


05. Bank Branch Name:

Ibrahimpur, Dhaka

06. Employee Mobile No:

01909614938

07. Employee Name & Signature:


Md. Nabab Miah

Verified By Supervisor's

Name (BM):

Kastuni Paniyal

EIN:

03132

Signature:



Date:

Verified By Supervisor's

Name (AS):

EIN:

Signature:

Date: