

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

Reference: Shakti/ Finance /Treasury/EFS/2025/44

Date:18-02-2026

**Employee Information**

Employee Name:	Md. Mosaddequr Rahman	Separation Effective Date:	19-Dec-25
Employee ID:	22596	Length of Service:	0 years 6 Months 4 Days
Post Name:	Microfinance Officer (Probationary)	Salary paid up to:	30-Nov-25
Branch / Department:	Ranisankail, Thakurgaon	Separation Type:	Discontinuation of Service
Branch / Department Code	0612	Notice Period:	00 Month
Employment Type:	Probationary	Notice Period Completed:	00 Month
Date of joining:	15-Jun-2025	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01768297784
Last Working Day	18-Dec-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	20,000	18	11,613
<b>A.Total salary Dues</b>			<b>11,613</b>

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	-	-	-	-
<b>B.Total Gratuity Dues</b>				<b>-</b>

Additional Payment	Amount
Additional Salary	-
TA & DA / Field trips	2,613
Arrear	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	-
SDPS	-
SDPS Interest	-
<b>C.Total Additional Payment</b>	<b>17,613</b>

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
Three Days Salary Adjustment	-
<b>D.Total Deduction</b>	<b>300</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>28,926</b>

Shakti Foundation (Finance)  
24 FEB 2026  
28,926

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	-		-
<b>Total</b>	-	<b>- Total PF Payable</b>	<b>-</b>

Process and Calculation  
is Audited based on  
supporting documents

<b>Total Salary &amp; Others (E)</b>	28,926
<b>Total Provident Fund</b>	-
<b>Total End of Service Benefit</b>	<b>28,926</b>

In Words: Twenty Eight Thousand Nine Hundred Twenty Six Taka Only.

Prepared By: *M. Rahman* 18.02.26  
 Checked By: *[Signature]* 18.02.26  
 Approved By: *[Signature]* 18.02.26  
 Md. Arifur Hoque  
 Deputy General Manager  
 Assistant Auditor & Legal Department  
 Shakti Foundation for Disadvantaged Women

Receiver's Name: \_\_\_\_\_  
 Signature & Date: \_\_\_\_\_

Employee Acknowledgement	
BDT 28,926 _____ received From/ _____ paid To Shakti Foundation	
In Words: Twenty Eight Thousand Nine Hundred Twenty Six Taka Only.	

Checked by *[Signature]*