

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

Reference: Shakti/ Finance /Treasury/EFS/2026/105

Date:05-04-2026

Employee Information

Employee Name:	Anamul Hoque	Separation Effective Date:	23-Feb-26
Employee ID:	23948	Length of Service:	0 years 0 Months 8 Days
Post Name:	Microfinance Officer (Probationary)	Salary paid up to:	00-00-00
Branch / Department:	Birgonj Dinajpur	Separation Type:	Discontinuation of Service
Branch / Department Code	0405	Notice Period:	0 Month
Employment Type:	Probationary	Notice Period Completed:	0 Month
Date of joining:	15-Feb-2026	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01792707536
Last Working Day (As Per Attendance)	24-Feb-2026	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	20,000	10	7,143
A.Total salary Dues			7,143

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	571
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	-
Other Allowance	-
C.Total Additional Payment	15,571

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	-
Income Tax	-
D.Total Deduction	-
E.Total Payable / Receivable (A+B+C-D)	22,714

Provident Fund	
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)	22,714
Total Provident Fund	-
Total End of Service Benefit	22,714
In Words: Twenty Two Thousand Seven Hundred Fourteen Taka Only.	

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

Prepared By M Rahman 05.04.26
Checked By [Signature] 05.04.26

Reviewed by [Signature] 05.04.26

Approved by [Signature]
Md. Abdu Halim
Senior Director &
Head of Finance &
Shakti Foundation
for Disadvantaged Women

Md. Ansarul Hoque
Deputy General Manager
Assistant Audit Coordinator
Finance & Legal Department

Employee Acknowledgement	
BDT 22,714	Received From/ <input type="checkbox"/> Paid To Shakti Foundation
In Words: Twenty Two Thousand Seven Hundred Fourteen Taka Only.	
Signature & Date:	

Checked by [Signature]

Employee Personal Bank Account Informaton

Required Information

01. Employee EIN :

23948

02. Account Holder Name:

Anamul Hoque

03. Bank Account No:

2141216018718

04. Bank Name:

Prime Bank Plc

05. Bank Branch Name:

Panthalpath Bazaar

06. Employee Mobile No:

01792707536

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07. Employee Name & Signature:

Verified By Supervisor's

Name (BM): Md. Anisur Rahman

EIN: 09904


Signature: 

Date: 24.02.26

Verified By Supervisor's

Name (AS): Md. Alamgir Hossain

EIN: 04787

Signature: 

Date: 26-02-2026