

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/511

Date:13-10-2025

Employee Information

Employee Name:	Md. Mustak Khan	Separation Effective Date:	26-Aug-25
Employee ID:	22157	Length of Service:	0 years 6 Months 17 Days
Post Name:	Microfinance Officer (Probationary)	Salary paid up to:	31-Jul-25
Branch / Department:	Debidwar Cumilla	Separation Type:	Discontinuation of Service
Branch / Department Code	0184	Notice Period:	0 Month
Employment Type:	Contractual	Notice Period Completed:	0 Month
Date of joining:	9-Feb-2025	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01829208483
Last Working Day	25-Aug-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	18,000	22	12774
A.Total salary Dues			12,774

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	1,419
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	300
Over Time (March & April,2025)	-
C.Total Additional Payment	16,719

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
Income Tax	300
D.Total Deduction	-
E.Total Payable / Receivable (A+B+C-D)	300
	29,193

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)	29,193
Total Provident Fund	-
Total End of Service Benefit	29,193

In Words: Twenty Nine Thousand One Hundred Ninety Three Taka Only.

Prepared By M. Rahman 13.10.25
Checked By M. Mustak Khan 13.10.25

Process and Calculation
is Audited based on
supporting documents

Reviewed By Ramizul Hasan 14/10/2025
Director

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

Employee Acknowledgement

BDT 29,193 ☐ Received From/ ☐ Paid To Shakti Foundation

Internal Audit and Legal Department
Shakti Foundation for Disadvantaged Women
Signature & Date:

In Words: Twenty Nine Thousand One Hundred Ninety Three Taka Only.

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

22157

02. Account Holder Name:

Md, Mustak Khan

03. Bank Account No:

2164219027114

04. Bank Name:

Prime Bank

05. Bank Branch Name:

Pallabi Branch (170263580)

06. Employee Mobile No:

01829208483

07. Employee Name & Signature:

Md. Mustak Khan



Verified By Supervisor's

Name (BM): Abu Sayed

EIN: 03559

Signature: AR

Date: 30-08-2015

ABU SAYED
EIN: 03559
Branch Manager
Shakti Foundation

Verified By Supervisor's

Name (AS): Md. Mahfuzul Haq

EIN: 05120

Signature: [Signature]

Date: 30/8/2015

Md. Mahfuzul Haq
EIN: 05120
Area Supervisor
Shakti Foundation