

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

Reference: Shakti/ Finance /Treasury/EFS/2026/317

Date:05-03-2026

**Employee Information**

Employee Name:	Md. Masud Rana	Separation Effective Date:	15-Sep-25
Employee ID:	20004	Length of Service:	1 years 11 Months 22 Days
Post Name:	Microfinance Officer	Salary paid up to:	31-Jul-25
Branch / Department:	Meghulabazar Dhaka	Separation Type:	Resignation
Branch / Department Code	0259	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	24-Sep-2023	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Mar-2024	Leave without Pay (Days)	0 Days
Resignation Submission Date	14-Aug-2025	Contact Number	01717207591
Last Working Day	14-Sep-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	25,300	45	37,107
<b>A.Total salary Dues</b>			<b>37,107</b>

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	6,600
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	2,000
Security Deposit	15,000
Security Deposit Interest	1,637
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>25,237</b>

Deductions	Amount (S)
Financial Misappropriation	-
Motorecycle Loan	-
Security Deposit	-
Security Deposit Interest	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
One Month Salary	-
Abashon Rent	-
Income Tax	-
<b>D.Total Deduction</b>	<b>-</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>62,344</b>

Shakti Foundation (Finance)  
SECRET  
12 MAR 2023

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	16,100	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	1,492		-
Profit on Organization Contribution	-		-
<b>Total</b>	<b>17,592</b>	<b>Total PF Payable</b>	<b>-</b>

Process and Calculation  
is Audited based on  
supporting documents

<b>Total Salary &amp; Others (E)</b>	<b>62,344</b>
<b>Total Provident Fund</b>	<b>17,592</b>
<b>Total End of Service Benefit</b>	<b>79,936</b>
Seventy Nine Thousand Nine Hundred Thirty Six only	

Prepared By: M Rahman 05.03.26  
Checked By: [Signature] 05.03.26

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

Md. Abu Hossain  
Senior Director &  
Head of Finance  
Shakti Foundation  
for Disadvantaged Women

Employee Acknowledgement	Receiver's Name:
BDT 79,936 <input type="checkbox"/> received From/ <input type="checkbox"/> paid To Shakti Foundation	Signature & Date:
Seventy Nine Thousand Nine Hundred Thirty Six only	

Checked by  
[Signature]