

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

Reference: Shakti/ Finance /Treasury/EFS/2025/353

Date:11-04-2026

**Employee Information**

Employee Name:	Forhadali	Separation Effective Date:	09-Dec-25
Employee ID:	22115	Length of Service:	0 years 10 Months 0 Days
Post Name:	Microfinance Officer	Salary paid up to:	31-Oct-25
Branch / Department:	Bhaberchar Munshiganj	Separation Type:	Resignation
Branch / Department Code	0280	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 0 Days
Date of joining:	9-Feb-2025	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Aug-2025	Leave without Pay (Days)	0 Days
Resignation Submission Date	9-Nov-2025	Contact Number	01786039691
Last Working Day(As per Attendance)	8-Dec-2025	Payment Account :	salary

Salary Information	Amount	Day's	Amount
Gross	23,000	38	28,935
<b>A.Total salary Dues</b>			<b>28,935</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	5,661
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	300
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>20,961</b>

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Security Deposit	15,000
Security Deposit Interest	300
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
One Month Salary	-
Abashon Rent	600
Income Tax	-
<b>D.Total Deduction</b>	<b>15,900</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>33,996</b>

Shakti Foundation Finance  
20 APR 2025

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	2,760	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	73		-
Profit on Organization Contribution	-		-
<b>Total</b>	<b>2,833</b>	<b>Total PF Payable</b>	<b>-</b>

Total Salary & Others (E)	33,996
Total Provident Fund	2,833
Total End of Service Benefit	36,829
Thirty Six Thousand Eight Hundred Twenty Nine only	

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

Prepared By H Rahman 11.04.26  
Checked By [Signature] 11.04.26

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

Approved by [Signature]  
**Md. Abdul Hakim**  
Senior Director &  
Head of Finance  
Shakti Foundation  
for Disadvantaged Women

Employee Acknowledgement	Receiver's Name:
BDT 36,829 <input type="checkbox"/> received From/ <input type="checkbox"/> paid To Shakti Foundation	
Thirty Six Thousand Eight Hundred Twenty Nine only	Signature & Date:

Checked by [Signature]

# Employee Personal Bank Account Informaton

## Required Information

01. Employee EIN :

22115

02. Account Holder Name:

FORHADALI

03. Bank Account No:

2129216017740

04. Bank Name:

Prime Bank

05. Bank Branch Name:

BOGRA BRANCH

06. Employee Mobile No:

101786039691

07. Employee Name & Signature:



### Verified By Supervisor's

Name (BM):

EIN:

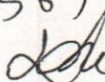
Signature:

Date:

### Verified By Supervisor's

Name (AS): MD. Ismail Hossain

EIN: 13567

Signature: 

Date: 23.12.25

MD. ISMAIL HOSSAIN  
EIN-13567  
Area Supervisor  
Shakti Foundation