

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

Reference: Shakti/ Finance /Treasury/EFS/2025/276

Date: 17-02-26

Employee Information

Employee Name:	Md. Muktarul Islam	Separation Effective Date:	07-Nov-25
Employee ID:	22728	Length of Service:	0 years 3 Months 18 Days
Post Name:	Microfinance Officer(probationary)	Salary paid up to:	30-Sep-25
Branch / Department:	Kutubpur, Madaripur	Separation Type:	Resignation
Branch / Department Code	0555	Notice Period:	01 Month
Employment Type:	Probationary	Notice Period Completed:	1 Months 0 Days
Date of joining:	20-Jul-2025	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date	7-Oct-2025	Contact Number	0196479227
Last Working Day	6-Nov-2025	Payment Account :	Salary

Salary Information	Amount	Day's	Amount
Gross	18,000	37	21,600
A.Total salary Dues			21,600

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	2,400
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	17,400

Deductions	Amount (S)
Financial Misappropriation	-
Motorecycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	15,000
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	600
Income Tax	-
D.Total Deduction	15,600
E.Total Payable / Receivable (A+B+C-D)	23,400

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)	23,400
Total Provident Fund	-
Total End of Service Benefit	23,400
Twenty Three Thousand Four Hundred Taka Only.	

Process and Calculation
is Audited based on
supporting documents

Prepared By Md. Anwarul Hoque 17.02.26
Checked By [Signature] 17.02.26

Md. Anwarul Hoque
Deputy General Manager
Assistant Audit Coordinator
Internal Audit & Compliance Department
Shakti Foundation for Disadvantaged Women

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

Employee Acknowledgement

BDT 23,400 Received From/ Paid To Shakti Foundation

Receiver's Name:

Signature & Date:

In Words: Twenty Three Thousand Four Hundred Taka Only.

Checked by [Signature]