

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

Reference: Shakti/ Finance /Treasury/EFS/2025/121

Date:23-04-2026

Employee Information

Employee Name:	Md. Amzad Hossain	Separation Effective Date:	01-Feb-26
Employee ID:	22808	Length of Service:	0 years 5 Months 29 Days
Post Name:	Microfinance Officer (Probationary)	Salary paid up to:	31-Dec-25
Branch / Department:	Fulbaria-Debiganj Panchagarh	Separation Type:	Discontinuation of service
Branch / Department Code	0606	Notice Period:	0 Month
Employment Type:	Probationary	Notice Period Completed:	0 Month
Date of joining:	3-Aug-2025	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01751845558
Last Working Day (As Per Attendance)	1-Feb-2026	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	20,000	32	20,714
A.Total salary Dues			20,714

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	2,000
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	17,000

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	300
Income Tax	-
D.Total Deduction	300
E.Total Payable / Receivable (A+B+C-D)	37,414

Shakti Foundation (Finance)
27 APR 2026

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)	37,414
Total Provident Fund	-
Total End of Service Benefit	37,414

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

In Words: Thirty Seven Thousand Four Hundred Fourteen Taka Only.

Prepared By: M. Rahman 23.04.26
 Checked By: [Signature] 23.04.26
 Reviewed By: [Signature] 23.04.26
 Approved By: [Signature]

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

Employee Acknowledgement		Receiver's Name:	
BDT 37,414	Received From/		
	Yaid To Shakti Foundation		
In Words: Thirty Seven Thousand Four Hundred Fourteen Taka Only.		Signature & Date:	

Checked by [Signature]