

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

Reference: Shakti/ Finance /Treasury/EFS/2026/74

Date:04-03-2026

**Employee Information**

Employee Name:	Md. Muslim Uddin	Separation Effective Date:	01-Jan-26
Employee ID:	22629	Length of Service:	0 years 6 Months 17 Days
Post Name:	Microfinance Officer (Probationary)	Salary paid up to:	30-Nov-25
Branch / Department:	Sadar Feni	Separation Type:	Discontinuation of Service
Branch / Department Code	0081	Notice Period:	0 Month
Employment Type:	Probationary	Notice Period Completed:	0 Month
Date of joining:	15-Jun-2025	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01819995050
Last Working Day	31-Dec-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	20,000	31	20,000
<b>A.Total salary Dues</b>			<b>20,000</b>

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

Additional Payment	Amount
One Month Additional Salary	-
TA & DA / Field trips	-
DSA	2,000
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	-
Security Deposit Interest	15,000
One Month Salary	-
<b>C.Total Additional Payment</b>	<b>17,000</b>

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Bicycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
Income Tax	300
<b>D.Total Deduction</b>	<b>-</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>300</b>
	<b>36,700</b>

**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	-		-
<b>Total</b>	<b>-</b>		<b>-</b>

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

<b>Total Salary &amp; Others (E)</b>	36,700
<b>Total Provident Fund</b>	-
<b>Total End of Service Benefit</b>	<b>36,700</b>

In Words: Thirty Six Thousand Seven Hundred Taka Only.

Prepared By M. Rahman 04.03.26  
Checked By Md. Amirul Hoque 04.03.26

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

Approved By Md. Abdur Halim  
 Senior Director & Head of Finance  
 Shakti Foundation for Disadvantaged Women

**Employee Acknowledgement**

BDT 36,700  received From/  paid To Shakti Foundation

Receiver's Name:

Signature & Date:

In Words: Thirty Six Thousand Seven Hundred Taka Only.

*Checked by  
MAY*