

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

Reference: Shakti/ Finance /Treasury/EFS/2026/05

Date:05-01-2026

Employee Information

Employee Name:	Imam Hosen	Separation Effective Date:	06-Nov-25
Employee ID:	17664	Length of Service:	3 years 6 Months 28 Days
Post Name:	Microfinance Officer	Salary paid up to:	30-Sep-25
Branch / Department:	Morjal Narsingdi	Separation Type:	Resignation
Branch / Department Code	0427	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 0 Days
Date of joining:	9-Apr-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jul-2022	Leave without Pay (Days)	0 Days
Resignation Submission Date	6-Oct-2025	Contact Number	01768595265
Last Working Day	5-Nov-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	26,488	36	30,903
A.Total salary Dues			30,903

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

Additional Payment	Amount
One Month Additional Salary	-
TA & DA / Field trips	5,250
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	1,500
Security Deposit	-
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	6,750

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	600
Income Tax	-
D.Total Deduction	600
E.Total Payable / Receivable (A+B+C-D)	37,053

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	36,415	PF Loan (Principal)	-
Organization Contribution	36,415	PF Loan (Interest)	-
Profit on Employees Contribution	3,785	-	-
Profit on Organization Contribution	3,785	-	-
Total	80,400	Total PF Payable	-

Total Salary & Others (E)	Process and Calculation	37,053
Total Provident Fund		80,400
Total End of Service Benefit	is Audited based on	117,453
In Words: One Lac Seventeen Thousand Four Hundred Fifty Three Taka Only.	supporting documents	

Employee Acknowledgement	Md. Ahsanul Hoque General Manager Deputy General Manager Assistant Audit Coordinator Internal Audit & Legal Department Shakti Foundation for Disadvantaged Women	Receiver's Name: Signature & Date:
BDT 117,453 Received From: _____ Paid To Shakti Foundation In Words: One Lac Seventeen Thousand Four Hundred Fifty Three Taka Only.		

Approved by
Md. Ahsanul Hoque
General Manager
Shakti Foundation for Disadvantaged Women

Check by
AHS.