

**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
<b>A.Total salary Dues</b>			<b>30,903</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	5,250
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	1,500
Security Deposit	-
Security Deposit Interest	-
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>6,750</b>

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	-
<b>D.Total Deduction</b>	<b>600</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>37,053</b>

**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		-
<b>Total</b>	<b>80,400</b>	<b>Total PF Payable</b>	<b>-</b>

<b>Total Salary &amp; Others (E)</b>	37,053
<b>Total Provident Fund</b>	80,400
<b>Total End of Service Benefit</b>	<b>117,453</b>
In Words: One Lac Seventeen Thousand Four Hundred Fifty Three Taka Only.	

Prepared By M. Rahman 05-01-26  
Checked By [Signature] 05-01-26

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

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

**Md. Abdul Hameed**  
Member Director &  
Head of Finance  
Shakti Foundation  
for Disadvantaged Women

**Employee Acknowledgement**

BDT 117,453	Received From/	Paid To Shakti Foundation	Receiver's Name:
In Words: One Lac Seventeen Thousand Four Hundred Fifty Three Taka Only.			Signature & Date:

*Checked by  
[Signature]*