

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/670

Date:25-11-2025

Employee Information

Employee Name:	Md. Mosarof Hossen	Separation Effective Date:	17-Sep-25
Employee ID:	16550	Length of Service:	3 years 11 Months 0 Days
Post Name:	Senior Microfinance Officer	Salary paid up to:	31-Jul-25
Branch / Department:	Gopalpur Tangail	Separation Type:	Resignation
Branch / Department Code	0324	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 30 Days
Date of joining:	17-Oct-2021	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Feb-2022	Leave without Pay (Days)	0 Days
Resignation Submission Date	18-Aug-2025	Contact Number	01631855437
Last Working Day	16-Sep-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	28,600	47	43,853
A.Total salary Dues			43,853

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	-
DSA	6,900
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	6,900

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
Income Tax	600
D.Total Deduction	600
E.Total Payable / Receivable (A+B+C-D)	50,153

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	39,290	PF Loan (Principal)	-
Organization Contribution	39,290	PF Loan (Interest)	-
Profit on Employees Contribution	4,722		-
Profit on Organization Contribution	4,722		-
Total	88,024	Total PF Payable	-

Total Salary & Others (E)	50,153
Total Provident Fund	88,024
Total End of Service Benefit	138,177
One Lakh Thirty Eight Thousand One Hundred Seventy Seven only	

Process and Calculation
is Audited based on
supporting documents

Prepared By 25-11-25 Checked By 25-11-25

Reviewed By 25-11-25

Approved By

Employee Acknowledgement

BDT 138,177 ☐ Received From/ ☐ Paid To Shakti Foundation

Receiver's Name:

Signature & Date:

One Lakh Thirty Eight Thousand One Hundred Seventy Seven only

Md. Ismail Hossain
Joint Director &
Head of Treasury
Shakti Foundation
for Disadvantaged Women

checked by AA

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

16550

02. Account Holder Name:

Mosamat Hossen

03. Bank Account No:

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04. Bank Name:

IFIC

05. Bank Branch Name:

Dhamrai

06. Employee Mobile No:

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07. Employee Name & Signature:

Verified By Supervisor's

Name (BM): Shohid Maedlu

EIN:

11832

Signature:



Date:

16/09/2025

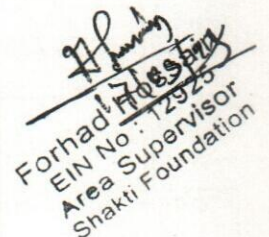
Verified By Supervisor's

Name (AS):

EIN:

Signature:

Date:


Forhad Hossen
EIN No: 12925
Area Supervisor
Shakti Foundation