

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/215

Date:03-02-2026

Employee Information

Employee Name:	Md. Alamin Hossain	Separation Effective Date:	04-Dec-25
Employee ID:	8407	Length of Service:	10 years 6 Months 16 Days
Post Name:	Branch Manager	Salary paid up to:	31-Oct-25
Branch / Department:	Sadar Laxmipur	Separation Type:	Resignation
Branch / Department Code	0172	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 0 Days
Date of joining:	18-May-2015	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Nov-2018	Leave without Pay (Days)	0 Days
Resignation Submission Date	4-Nov-2025	Contact Number	01717446414
Last Working Day	3-Dec-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	42,400	33	46,503
A.Total salary Dues			46,503

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	16,960	11	2	373,120
B.Total Gratuity Dues				373,120

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	14,677
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	3,000
Security Deposit	8,000
Security Deposit Interest	1,434
Over Time (March & April,2025)	-
C.Total Additional Payment	27,111

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Security Deposit	-
Security Deposit Interest	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
One Month Salary	-
Abashon Rent	-
Income Tax	417
D.Total Deduction	417
E.Total Payable / Receivable (A+B+C-D)	446,317

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	96,259	PF Loan (Principal)	38,329.00
Organization Contribution	96,259	PF Loan (Interest)	1,965.00
Profit on Employees Contribution	25,275		-
Profit on Organization Contribution	25,275		-
Total	243,068	Total PF Payable	40,294.00

Total Salary & Others (E)	446,317
Total Provident Fund	202,774
Total End of Service Benefit	649,091

In Words: Six Lac Forty Nine Thousand Ninety One Taka Only.

Prepared By Md. Alamin 03.02.2026 Checked By [Signature]

Employee Acknowledgement

BDT 649,091 ☐ Received From/ ☐ Paid To Shakti Foundation

In Words: Six Lac Forty Nine Thousand Ninety One Taka Only.

Receiver's Name:

Signature & Date:

Process and Calculation
is Audited based on
supporting documents

Md. Asarul Haque
Deputy General Manager
Assistant Audit Coordinator
Internal Audit & Legal Department
Shakti Foundation for Disadvantaged Women

Md. Abdul Halim
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

checked by
[Signature]