

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

Date:03-02-2026

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

**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
<b>A.Total salary Dues</b>			<b>46,503</b>

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

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)	-
<b>C.Total Additional Payment</b>	<b>27,111</b>

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
<b>D.Total Deduction</b>	<b>417</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>446,317</b>

**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		-
<b>Total</b>	<b>243,068</b>	<b>Total PF Payable</b>	<b>40,294.00</b>

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.	

**Employee Acknowledgement**

BDT <b>649,091</b>	Received From/	Paid To Shakti Foundation	Receiver's Name:
In Words: Six Lac Forty Nine Thousand Ninety One Taka Only.			Signature & Date:

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

Md. Alamin Hossain  
Manager  
Deputy General Coordinator  
Assistant Audit & Legal Department  
Shakti Foundation for Disadvantaged Women

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

checked by  
M. Alamin