

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

Reference: Shakti/ Finance /Treasury/EFS/2026/21

Date:15-02-2026

Employee Information

Employee Name:	Md. Nobi Hossain	Separation Effective Date:	06-Oct-25
Employee ID:	21120	Length of Service:	1 years 2 Months 22 Days
Post Name:	Microfinance Officer	Salary paid up to:	31-Aug-25
Branch / Department:	Ghoradia Narsingdi	Separation Type:	Resignation
Branch / Department Code	0322	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 3 Days
Date of joining:	14-Jul-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Dec-2024	Leave without Pay (Days)	0 Days
Resignation Submission Date	3-Sep-2025	Contact Number	0
Last Working Day	5-Oct-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	23,000	35	26,710
A.Total salary Dues			26,710

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

Additional Payment	Amount
One Month Additional Salary	-
TA & DA / Field trips	2,323
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	836
Over Time (March & April,2025)	-
C.Total Additional Payment	18,159

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Security Deposit	-
Security Deposit Interest	-
Mobile Phone Handset Loan	9,903
Mobile Phone Subsidy	2,476
One Month Salary	-
Abashon Rent	-
Income Tax	-
D.Total Deduction	12,379
E.Total Payable / Receivable (A+B+C-D)	32,490

Shakti Foundation (Finance)
22 FEB 2026
Time: _____

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	8,280	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	470		-
Profit on Organization Contribution	-		-
Total	8,750	Total PF Payable	-

Total Salary & Others (E)	32,490
Total Provident Fund	8,750
Total End of Service Benefit	41,240

In Words: Forty One Thousand Two Hundred Forty Taka Only
 Prepared By: *M. Rahman* 16.02.26
 Checked By: *Md. Ansarul Hoque* 16.02.26

Process and Calculation
is Audited based on
supporting documents

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

Approved By: *M. Rahman*

Employee Acknowledgement		Receiver's Name:
BDT 41,240	Received From/	
	paid To Shakti Foundation	
In Words: Forty One Thousand Two Hundred Forty Taka Only.		Signature & Date:

Checked by M. Rahman