

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

Reference: Shakti/ Finance /Treasury/EFS/2025/365

Date:22-04-2025

Employee Information

Employee Name:	Md. Monir Hosen	Separation Effective Date:	08-Dec-25
Employee ID:	20483	Length of Service:	1 years 11 Months 12 Days
Post Name:	Accountant	Salary paid up to:	31-Oct-25
Branch / Department:	Ziasarani-Sanirakra Dhaka	Separation Type:	Resignation
Branch / Department Code	0101	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 4 Days
Date of joining:	26-Dec-2023	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jul-2024	Leave without Pay (Days)	0 Days
Resignation Submission Date	4-Nov-2025	Contact Number	0177832420
Last Working Day(As per Attendance)	7-Dec-2025	Payment Account :	salary

Salary Information	Amount	Day's	Amount
Gross	26,400	37	31,481
A.Total salary Dues			31,481

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	2,498
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	1,500
Security Deposit	15,000
Security Deposit Interest	450
Over Time (March & April,2025)	-
C.Total Additional Payment	19,448

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	-
D.Total Deduction	-
E.Total Payable / Receivable (A+B+C-D)	50,929

Shakti Foundation (Finance)
20 APR 2025
[Signature]

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	15,744	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	1,063		-
Profit on Organization Contribution	-		-
Total	16,807	Total PF Payable	-

Total Salary & Others (E)	50,929
Total Provident Fund	16,807
Total End of Service Benefit	67,736
In Words: Sixty Seven Thousand Seven Hundred Thirty Six Taka Only	

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

Prepared By: *M. Rakon* 22.04.26
Checked By: *Alim* 22.4.26

[Signature]
Md. Rashedul Hoque
Deputy General Manager
Assistant Audit Coordinator
Internal Audit & Legal Department
Shakti Foundation for Disadvantaged Women

Approved By:
[Signature]
Md. Md. Abdur Halim
Senior Director &
Head of Finance &
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement	Receiver's Name:	Signature & Date:
BDT 67,736	Received From/	
	Paid To Shakti Foundation	
In Words: Sixty Seven Thousand Seven Hundred Thirty Six Taka Only.		

[Signature]