

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

Reference: Shakti/ Finance /Treasury/EFS/2026/325

Date:10-03-2026

**Employee Information**

Employee Name:	Md. Sabbir Hossen	Separation Effective Date:	22-Jul-25
Employee ID:	22545	Length of Service:	0 years 1 Months 27 Days
Post Name:	Microfinance Officer (Probationary)	Salary paid up to:	30-Jun-25
Branch / Department:	Bhanga Faridpur	Separation Type:	Resignation
Branch / Department Code	0201	Notice Period:	01 Month
Employment Type:	Probationary	Notice Period Completed:	0 Months 1 Days
Date of joining:	25-May-2025	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date	21-Jul-2025	Contact Number	01753175329
Last Working Day	21-Jul-2025	Payment Account :	Salary

Salary Information	Amount	Day's	Amount
Gross	18,000	21	12,194
<b>A.Total salary Dues</b>			<b>12,194</b>

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	-	-	-	-
<b>B.Total Gratuity Dues</b>				<b>-</b>

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	3,048
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	75
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>18,123</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	300
Income Tax	-
<b>D.Total Deduction</b>	<b>300</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>30,017</b>

Shakti Foundation (Finance)  
 15 MAR 2026  
 [Signature]

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	-	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	-		-
Profit on Organization Contribution	-		-
<b>Total</b>		<b>Total PF Payable</b>	<b>-</b>

Process and Calculation  
 is Audited based on  
 supporting documents

<b>Total Salary &amp; Others (E)</b>	30,017
<b>Total Provident Fund</b>	-
<b>Total End of Service Benefit</b>	30,017

Prepared By M Rahman  
10-03-2026

Checked By [Signature]  
10-03-26

Reviewed By [Signature]  
15-3-26

Approved [Signature]  
 15/03/26  
 Md. Abdul Halim  
 Senior Director &  
 Head of Finance  
 Shakti Foundation  
 for Disadvantaged Women

Employee Acknowledgement BDT 30,017 <input type="checkbox"/> received From/ <input type="checkbox"/> paid To Shakti Foundation In Words: Thirty Thousand Seventeen Taka Only.	Receiver's Name:  Signature & Date:
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Checked by [Signature]