

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

Reference: Shakti/ Finance /Treasury/EFS/2026/57
Employee Information

Date: 24-02-2026

Employee Name:	Md. Afjal Hossan	Separation Effective Date:	22-Dec-25
Employee ID:	20976	Length of Service:	1 years 6 Months 27 Days
Post Name:	Microfinance Officer	Salary paid up to:	30-Nov-25
Branch / Department:	Mirsarai Chattogram	Separation Type:	Resignation
Branch / Department Code	0188	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 1 Days
Date of joining:	25-May-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Nov-2024	Leave without Pay (Days)	0 Days
Resignation Submission Date	21-Dec-2025	Contact Number	01940234353
Last Working Day	21-Dec-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	25,760	21	17,450
A.Total salary Dues			17,450

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

Additional Payment	Amount
One Month Additional Salary	-
TA & DA / Field trips	-
DSA	3,048
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	1,016
Distance Allowance	-
Security Deposit	-
Security Deposit Interest	15,000
Over Time (March & April,2025)	993
C.Total Additional Payment	20,057

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
Income Tax	300
D.Total Deduction	-
E.Total Payable / Receivable (A+B+C-D)	300

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	12,070	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	633		-
Profit on Organization Contribution	-		-
Total	12,703	Total PF Payable	-

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

Total Salary & Others (E)	37,207
Total Provident Fund	12,703
Total End of Service Benefit	49,910
Words: Forty Nine Thousand Nine Hundred Ten Taka Only.	

Prepared By: *Chakraborty* 25.02.26
Checked By: *Chakraborty* 25.2.26

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

Approved By: *Abdul Halim*
Senior Director &
Head of Finance &
Shakti Foundation for Disadvantaged Women

Employee Acknowledgement

T/T 49,910 received From/ [] Paid To Shakti [] Receiver's Name: []
Signature & Date: []

Words: Forty Nine Thousand Nine Hundred Ten Taka Only.
25 FEB 2026
T/T 49,910