

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

Reference: Shakti/ Finance /Treasury/EFS/2025/220

Date:28-02-2026

Employee Information

Employee Name:	Alongir Hosen	Separation Effective Date:	25-Nov-25
Employee ID:	15090	Length of Service:	5 years 1 Months 15 Days
Post Name:	Accountant	Salary paid up to:	30-Sep-25
Branch / Department:	Badalgachi Naogaon	Separation Type:	Resignation
Branch / Department Code	0413	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 30 Days
Date of joining:	10-Oct-2020	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Apr-2021	Leave without Pay (Days)	0 Days
Resignation Submission Date	26-Oct-2025	Contact Number	01764979218
Last Working Day	24-Nov-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	28,678	55	51,620
A.Total salary Dues			51,620

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	11,471	5	1	57,355
B.Total Gratuity Dues				57,355

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	3,600
DSA	180
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakha Bhata	-
Due Distance Allowance	750
Security Deposit	15,000
Security Deposit Interest	2,689
Over Time (March & April,2025)	-
C.Total Additional Payment	22,219

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Security Deposit	-
Security Deposit Interest	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
One Month Salary	-
Abashon Rent	600
Income Tax	-
D.Total Deduction	600
E.Total Payable / Receivable (A+B+C-D)	130,594

Shakti Foundation (Finance)
06 MAR 2023
Time

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	50,885	PF Loan (Principal)	-
Organization Contribution	50,885	PF Loan (Interest)	-
Profit on Employees Contribution	9,532		-
Profit on Organization Contribution	9,532		-
Total	120,834	Total PF Payable	-

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

Total Salary & Others (E)	130,594
Total Provident Fund	120,834
Total End of Service Benefit	251,428

In Words: Two Lac Fifty One Thousand Four Hundred Twenty Eight Taka Only.

Prepared By M Rahman 28.02.26

Checked By [Signature] 28.02.26

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

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

Employee Acknowledgement	Receiver's Name:
BDT 251,428 <input type="checkbox"/> received From/ <input type="checkbox"/> paid To Shakti Foundation	Signature & Date:
In Words: Two Lac Fifty One Thousand Four Hundred Twenty Eight Taka Only.	

Checked by [Signature]