

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

Reference: Shakti/ Finance /Treasury/EFS/2026/98

Date:01-04-2026

Employee Information

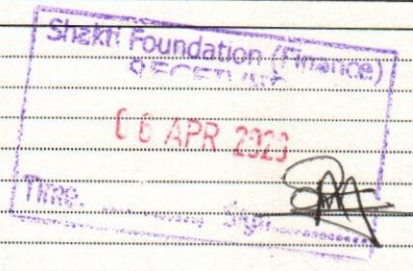
Employee Name:	Md. Parvez Hossain	Separation Effective Date:	04-Feb-26
Employee ID:	21776	Length of Service:	1 years 2 Months 3 Days
Post Name:	Microfinance Officer	Salary paid up to:	31-Dec-25
Branch / Department:	Ishwardi Pabna	Separation Type:	Resignation
Branch / Department Code	0206	Notice Period:	0 1 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 0 Days
Date of joining:	1-Dec-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-May-2025	Leave without Pay (Days)	0 Days
Resignation Submission Date	4-Jan-2026	Contact Number	01775735819
Last Working Day (As Per Attendance)	3-Feb-2026	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	25,000	34	27,679
A.Total salary Dues			27,679

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

Additional Payment	Amount
Leave Encashment	4,167
TA & DA / Field trips	4,982
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	450
Other Allowance	-
C.Total Additional Payment	24,599

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Bicycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashaon Rent	600
Income Tax	-
D.Total Deduction	600
E.Total Payable / Receivable (A+B+C-D)	51,678



Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	7,520	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	218		-
Profit on Organization Contribution	-		-
Total	7,738	Total PF Payable	-

Total Salary & Others (E)	51,678
Total Provident Fund	7,738
Total End of Service Benefit	59,416

Process and Calculation
 is Audited based on
 supporting documents

In Words: Fifty Nine Thousand Four Hundred Sixteen Taka Only.

Prepared By *M. Rahman*
01.04.2026

Checked By *[Signature]*
01.04.26

Reviewed By *[Signature]*
24.26/14015

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

Employee Acknowledgement BDT 59,416 <input type="checkbox"/> received From/ <input type="checkbox"/> paid To Shakti Foundation In Words: Fifty Nine Thousand Four Hundred Sixteen Taka Only.	Receiver's Name: Signature & Date:
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Checked by [Signature]