

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

Reference: Shakti/ Finance /Treasury/EFS/2025/355

Date:20-04-2026

Employee Information

Employee Name:	Md. Delwar Hossain	Separation Effective Date:	06-Jan-26
Employee ID:	18347	Length of Service:	3 years 4 Months 24 Days
Post Name:	Microfinance Officer	Salary paid up to:	30-Nov-25
Branch / Department:	Sadar Pabna	Separation Type:	Resignation
Branch / Department Code	0074	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 30 Days
Date of joining:	13-Aug-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Nov-2022	Leave without Pay (Days)	0 Days
Resignation Submission Date	7-Dec-2025	Contact Number	01751216214
Last Working Day (As per Attendance)	5-Jan-2026	Payment Account :	'salary

Salary Information	Amount	Day's	Amount
Gross	25,842	36	30,010
A.Total salary Dues			30,010

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

Additional Payment	Amount
Leave Encashment	4,307
TA & DA / Field trips	5,226
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	1,500
Security Deposit	-
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	11,033

Deductions	Amount (S)
Financial Misappropriation	-
Motorecycle Loan	-
Security Deposit	-
Security Deposit Interest	-
Mobile Phone Handset Loan	18,583
Mobile Phone Subsidy	699
One Month Salary	-
Abashon Rent	600
Income Tax	-
D.Total Deduction	19,882
E.Total Payable / Receivable (A+B+C-D)	21,161



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 20 APR 2026
 Signature: [Handwritten Signature]

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	32,934	PF Loan (Principal)	-
Organization Contribution	32,934	PF Loan (Interest)	-
Profit on Employees Contribution	4,274		-
Profit on Organization Contribution	4,273		-
Total	74,415	Total PF Payable	-

Total Salary & Others (E)	21,161
Total Provident Fund	74,415
Total End of Service Benefit	95,576

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

Prepared By: M. Rahman 20.04.26
 Checked By: [Signature] 20.04.26

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

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

Employee Acknowledgement	
BDT 95,576	Received From: <input type="checkbox"/> Paid To Shakti Foundation
Ninety Five Thousand Five Hundred Seventy Six only	
Receiver's Name: _____ Signature & Date: _____	

Checked by
[Signature]