Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2026/45 **Date:15-02-2026**

Employee Information

Employee Name:	**Md. Delwar Hossain**	**Separation Effective Date:**	09-Jan-26
Employee ID:	**669**	**Length of Service:**	22 years 11 Months 22 Days
Post Name:	Regional Head	**Salary paid up to:**	30-Nov-25
Branch / Department:	Narayanganj	**Separation Type:**	Resignation
Branch / Department Code	40010013	**Notice Period:**	01 Month
Employment Type:	Permanent	**Notice Period Completed:**	1 Months 0 Days
Date of joining:	18-Jan-2003	**Annual Leave Encashment Balance**	0 Days
Date of Confirmation:	18-Jan-2004	**Leave without Pay (Days)**	0 Days
Resignation Submission Date	9-Dec-2025	**Contact Number**	**01852902025**
Last Working Day	8-Jan-2026	**Email ID :**	-

Salary Information	**Amount**	**Day's**	**Amount**
Gross	80,366	0	-
A.Total salary Dues			-

Gratuity Information	**Basic**	**Year**	**No. of Gratuity**	**Amount**
Gratuity	32,146	23	4	2,957,432
B.Total Gratuity Dues				**2,957,432**

Additional Payment	**Amount**
Golden Handshake (3Month Gross Salary)	-
TA & DA / Field trips	-
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	-

Deductions	**Amount (S)**
Gratuity Already Paid (22 Years)	2,828,848
Motorcycle Loan	-
Security Deposit	-
Security Deposit Interest	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
One Month Salary	-
Abashon Rent	-
Income Tax	-
D.Total Deduction	**2,828,848**
E.Total Payable / Receivable (A+B+C-D)	**128,584**

Shakti Foundation (Finance)
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Provident Fund

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	-		-
Total	-	**Total PF Payable**	-

Total Salary & Others (E)	128,584
Total Provident Fund	-
Total End of Service Benefit	128,584

In Words: One Lac Twenty Eight Thousand Five Hundred Eighty Four Taka Only

Process and Calculation is Audited based on supporting documents

বি.দ্র: Reference: Shakti/ Finance /Treasury/EFS/2026/32 নং নোটিং এর কর্মীকে ২২ বছরের গ্রাচুইটি প্রদান করা হয়েছে।

Prepared By 15.02.26

15.02.26
Checked By

Md. Ansar Ali Khan
Deputy General Manager
Assistant Audit Coordinator
Internal Audit & Legal Department
Shakti Foundation for Disadvantaged Women

15/2/2026
Approved By
Md. Abdul Halim
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT 128,584 _____ [ ] Received From/ [ ] Paid To Shakti Foundation

In Words: One Lac Twenty Eight Thousand Five Hundred Eighty Four Taka Only.

Receiver's Name:

Signature & Date:

Checked by