

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

Date:26-01-2026

Reference: Shakti/ Finance /Treasury/EFS/2026/28

**Employee Information**

Employee Name:	Md. Emran Hossain	Separation Effective Date:	05-Nov-25
Employee ID:	16106	Length of Service:	4 years 4 Months 9 Days
Post Name:	Senior Microfinance Officer	Salary paid up to:	30-Sep-25
Branch / Department:	Nitaiganj Narayanganj	Separation Type:	Resignation
Branch / Department Code	0022	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 30 Days
Date of joining:	27-Jun-2021	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Oct-2021	Leave without Pay (Days)	0 Days
Resignation Submission Date	6-Oct-2025	Contact Number	01616466218
Last Working Day	4-Nov-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	28,600	35	31,491
<b>A.Total salary Dues</b>			<b>31,491</b>

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	-	-	-	-
<b>B.Total Gratuity Dues</b>				<b>-</b>

Additional Payment	Amount
One Month Additional Salary	-
TA & DA / Field trips	4,955
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>4,955</b>

Deductions	Amount (\$)
Financial Misappropriation	-
Motorcycle Loan	-
Security Deposit	-
Security Deposit Interest	-
Mobile Phone Handset Loan	14,866
Mobile Phone Subsidy	699
One Month Salary	-
Abashon Rent	-
Income Tax	-
<b>D.Total Deduction</b>	<b>15,565</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>20,881</b>

**Provident Fund**

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	43,352	PF Loan (Principal)	-
Organization Contribution	43,352	PF Loan (Interest)	-
Profit on Employees Contribution	5,381	-	-
Profit on Organization Contribution	5,381	-	-
<b>Total</b>	<b>97,466</b>	<b>Total PF Payable</b>	<b>-</b>

Total Salary & Others (E)	20,881
Total Provident Fund	97,466
Total End of Service Benefit	118,347
In Words: One Lac Eighteen Thousand Three Hundred Forty Seven Taka Only.	

**Employee Acknowledgement**

BDT 118,347	Received From/	Paid To Shakti Foundation	Receiver's Name: Md. Nasarul Hoque Deputy General Manager Assistant Audit Coordinator Internal Audit & Legal Department Shakti Foundation for Disadvantaged Women
In Words: One Lac Eighteen Thousand Three Hundred Forty Seven Taka Only.			

**Process and Calculation**

is Audited based on

supporting documents

27.1.26

Md. Nasarul Hoque

Deputy General Manager

Assistant Audit Coordinator

Internal Audit & Legal Department

Shakti Foundation for Disadvantaged Women

Approved By

Mr. Md. Abdul Halim

Senior Director &

Head of Finance

Shakti Foundation for Disadvantaged Women

28 JAN 2026

Taxes

Signature

checked by  
M. E. Hossain