

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

Reference: Shakti/ Finance /Treasury/EF5/2026/28

Date:26-01-2026

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
A.Total salary Dues			31,491

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

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)	-
C.Total Additional Payment	4,955

Deductions	Amount (S)
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	-
D.Total Deduction	15,565
E.Total Payable / Receivable (A+B+C-D)	20,881

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		-
Total	97,466	Total PF Payable	-

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.

Prepared By M. Rahman 26.01.2026
Checked By Md. Masarul Hoque 26.01.2026

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

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

Approved by Md. Abdul Halim
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT 118,347 ☐ Received From/ ☐ Paid To Shakti Foundation

Receiver's Name:

Signature & Date:

In Words: One Lac Eighteen Thousand Three Hundred Forty Seven Taka Only.

28 JAN 2026

checked by Md. Masarul Hoque