

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

Reference: Shakti/ Finance /Treasury/EFS/2026/319

Date:05-03-2026

**Employee Information**

Employee Name:	Md. Kamrul Hasan	Separation Effective Date:	07-Nov-25
Employee ID:	15902	Length of Service:	4 years 5 Months 20 Days
Post Name:	Senior Microfinance Officer	Salary paid up to:	30-Sep-25
Branch / Department:	Bhulta-Gausia Narayanganj	Separation Type:	Resignation
Branch / Department Code	0360	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	18-May-2021	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Sep-2021	Leave without Pay (Days)	0 Days
Resignation Submission Date	6-Oct-2025	Contact Number	01619216125
Last Working Day	6-Nov-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	28,080	37	33,696
<b>A.Total salary Dues</b>			<b>33,696</b>

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	5,400
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>5,400</b>

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Security Deposit	-
Security Deposit Interest	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
One Month Salary	-
Abashon Rent	600
Income Tax	-
<b>D.Total Deduction</b>	<b>600</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>38,496</b>

Shakti Foundation (Private)  
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12 MAR 2026  
*[Signature]*

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	44,588	PF Loan (Principal)	-
Organization Contribution	44,588	PF Loan (Interest)	-
Profit on Employees Contribution	7,523		-
Profit on Organization Contribution	2,522		-
<b>Total</b>	<b>104,221</b>	<b>Total PF Payable</b>	<b>-</b>

Process and Calculation  
is Audited based on  
supporting documents

<b>Total Salary &amp; Others (E)</b>	38,496
<b>Total Provident Fund</b>	104,221
<b>Total End of Service Benefit</b>	<b>142,717</b>
One Lakh Forty Two Thousand Seven Hundred Seventeen only	

Prepared By *M. Rahman* 05.03.26  
Checked By *[Signature]* 05.03.26

*[Signature]*  
Md. Arshad Hogue  
Deputy General Manager  
Assistant Audit & Legal Department  
Shakti Foundation for Disadvantaged Women

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

Employee Acknowledgement	Receiver's Name:
BIDT 142,717 <input type="checkbox"/> Received From/ <input type="checkbox"/> Paid To Shakti Foundation	
One Lakh Forty Two Thousand Seven Hundred Seventeen only	Signature & Date:

*checked by [Signature]*