

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/665

Date:25-11-2025

Employee Information

Employee Name:	Md. Polash Hossain	Separation Effective Date:	03-Jul-25
Employee ID:	20946	Length of Service:	1 years 1 Months 8 Days
Post Name:	Microfinance Officer	Salary paid up to:	31-May-25
Branch / Department:	Ghior Manikganj	Separation Type:	Resignation
Branch / Department Code	0125	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	25-May-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Nov-2024	Leave without Pay (Days)	0 Days
Resignation Submission Date	2-Jun-2025	Contact Number	01316343544
Last Working Day	2-Jul-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	23,000	32	24,484
A.Total salary Dues			24,484

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	4,790
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	993
Over Time (March & April,2025)	-
C.Total Additional Payment	20,783

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	600
Income Tax	-
D.Total Deduction	600
E.Total Payable / Receivable (A+B+C-D)	44,667

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	6,440	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	242		-
Profit on Organization Contribution	-		-
Total	6,682	Total PF Payable	-

Total Salary & Others (E)	44,667
Total Provident Fund	6,682
Total End of Service Benefit	51,349
Fifty One Thousand Three Hundred Forty Nine only	

Process and Calculation is Audited based on supporting documents

Prepared By M. Rahman 25.11.25
 Checked By Kamru Hassan 25.11.25
 Reviewed By Kamru Hassan 26/11/2025
 Approved By Md. Polash Hossain 30.11.25
 Joint Director & Head of Treasury
 Shakti Foundation for Disadvantaged Women

Employee Acknowledgement

BDT 51,349 ☐ Received From/ ☐ Paid To Shakti Foundation

Receiver's Name: Kamru Hassan
 Signature & Date: _____

Fifty One Thousand Three Hundred Forty Nine only

checked by Md. Polash