

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/664

Date:26-11-2025

Employee Information

Employee Name:	Md. Shobuj Hossin	Separation Effective Date:	25/Oct/24
Employee ID:	15731	Length of Service:	3 years 7 Months 4 Days
Post Name:	Microfinance Officer	Salary paid up to:	30-Sep-24
Branch / Department:	Bonpara Natore	Separation Type:	Resignation
Branch / Department Code	0337	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 1 Days
Date of joining:	21-Mar-2021	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Oct-2021	Leave without Pay (Days)	0 Days
Resignation Submission Date	24-Oct-2024	Contact Number	01796892458
Last Working Day	24-Oct-2024	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	23,328	24	18,060
A.Total salary Dues			18,060

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	2,710
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	12,000
Security Deposit Interest	1,339
Over Time (March & April,2025)	-
C.Total Additional Payment	16,049

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	23,328
Abashon Rent	300
Income Tax	-
D.Total Deduction	23,628
E.Total Payable / Receivable (A+B+C-D)	10,481

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	29,133	PF Loan (Principal)	-
Organization Contribution	29,133	PF Loan (Interest)	-
Profit on Employees Contribution	3,486		-
Profit on Organization Contribution	3,486		-
Total	65,238	Total PF Payable	-

Total Salary & Others (E)	10,481
Total Provident Fund	65,238
Total End of Service Benefit	75,719
Seventy Five Thousand Seven Hundred Nineteen Taka Only.	

Process and Calculation
Is Audited based on
supporting documents

Prepared By *[Signature]* 25.11.25
Checked By *[Signature]* 25.11.25

Reviewed By *[Signature]* 26/11/25

[Signature] 30.11.25
Md. Shobuj Hossain
Joint Director
Head of Treasury
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement		Receiver's Name:
BDT 75,719	<input type="checkbox"/> Received From/	<input type="checkbox"/> Paid To Shakti Foundation
In Words: Seventy Five Thousand Seven Hundred Nineteen Taka Only.		Signature & Date:

checked by
[Signature]

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

15731

02. Account Holder Name:

MD: SHOBUT HOSSIN

03. Bank Account No:

2681580081489

04. Bank Name:

Dutch Bangla Bank PLC

05. Bank Branch Name:

Natore Branch

06. Employee Mobile No:

01796-892458


MD: Shobut Hossin - 2009

07. Employee Name & Signature:

Verified By Supervisor's

Name (BM): Suvendu Sarker

EIN: 16021

Signature: 

Date: 22/07/20

Suvendu Kumar Sarker
Branch Manager, E.I.N-16021
Shakti Foundation

Verified By Supervisor's

Name (AS):

EIN:

Signature: 

Date:

S.M. Melonuzzaman
Area Supervisor, EIN-17523
Shakti Foundation