

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/666

Date:25-11-2025

Employee Information

Employee Name:	Delowar Hossain	Separation Effective Date:	05-Sep-25
Employee ID:	14187	Length of Service:	5 years 11 Months 7 Days
Post Name:	Senior Microfinance Officer	Salary paid up to:	31-Jul-25
Branch / Department:	Ramu Coxsbazar	Separation Type:	Resignation
Branch / Department Code	0267	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	29-Sep-2019	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Apr-2020	Leave without Pay (Days)	0 Days
Resignation Submission Date	4-Aug-2025	Contact Number	01624629481
Last Working Day	4-Sep-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	28,080	35	31,824
A.Total salary Dues			31,824

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	11,232	6	1	67,392
B.Total Gratuity Dues				67,392

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	-
DSA	2,267
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	1,700
Due Distance Allowance	-
Security Deposit	-
Security Deposit Interest	12,000
Over Time (March & April,2025)	2,151
C.Total Additional Payment	18,118

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
Income Tax	600
D.Total Deduction	-
E.Total Payable / Receivable (A+B+C-D)	600
	116,734

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	51,373	PF Loan (Principal)	-
Organization Contribution	51,373	PF Loan (Interest)	-
Profit on Employees Contribution	8,896		-
Profit on Organization Contribution	8,896		-
Total	120,538	Total PF Payable	-

Total Salary & Others (E)	116,734
Total Provident Fund	120,538
Total End of Service Benefit	237,272
Two Lakh Thirty Seven Thousand Two Hundred Seventy Two only	

Prepared By <u>M. Rahman</u> 25.11.25	Checked By <u>M. Rahman</u> 25.11.25	Reviewed By <u>M. Rahman</u> 26/11/25	Approved By <u>M. Ismail Hossain</u> 30.11.25
Employee Acknowledgement		Process and Calculation is Audited based on supporting documents	
BDT 237,272		Receiver's Name: <u>M. Ismail Hossain</u>	
Two Lakh Thirty Seven Thousand Two Hundred Seventy Two only		Signature & Date: <u>M. Ismail Hossain</u>	

checked by M. Rahman