

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

Reference: Shakti/ Finance /Treasury/EFS/2025/448

Date:29-09-2025

**Employee Information**

Employee Name:	Sahadat Hossen	Separation Effective Date:	12/Aug/25
Employee ID:	18762	Length of Service:	2 years 10 Months 25 Days
Post Name:	Accountant	Salary paid up to:	31-Jul-25
Branch / Department:	Khilpara, Noakhali	Separation Type:	Resignation
Branch / Department Code	0525	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 1 Days
Date of joining:	18-Sep-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jul-2023	Leave without Pay (Days)	0 Days
Resignation Submission Date	11-Aug-2025	Contact Number	0189504927
Last Working Day	11-Aug-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	27,326	11	9,696
<b>A.Total salary Dues</b>			<b>9,696</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	710
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	2,689
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>18,399</b>

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	300
Income Tax	-
<b>D.Total Deduction</b>	<b>300</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>27,795</b>

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	25,661	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	1,998		-
Profit on Organization Contribution	-		-
<b>Total</b>	<b>27,659</b>	<b>Total PF Payable</b>	<b>-</b>

Total Salary & Others (E)	27,795
Total Provident Fund	27,659
Total End of Service Benefit	55,454
Fifty Five Thousand Four Hundred Fifty Four Taka Only.	

Prepared By: [Signature] 29.09.25

Checked By: [Signature] 29.09.25

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

Reviewed By: [Signature] 30/9/2025

Approved By: [Signature]

Internal Audit and Legal Department

**Employee Acknowledgement**

BDT 55,454 ☐ Received From/ ☐ Paid To Shakti Foundation

Receiver's Name: \_\_\_\_\_

Signature & Date: \_\_\_\_\_

In Words: Fifty Five Thousand Four Hundred Fifty Four Taka Only.

checked by [Signature]

# Employee Personal Bank Account Information

## Required Information

01. Employee EIN :

18762

02. Account Holder Name:

Sahadat Hossen

03. Bank Account No:

1062172230001

04. Bank Name:

Brae Bank

05. Bank Branch Name:

Raipur Branch


06. Employee Mobile No:

01839 504927

Sahadat Hossen



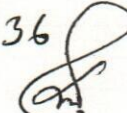
07. Employee Name & Signature:

Sahadat Hossen, 

## Verified By Supervisor's

Name (BM): Md. Mamun Hossain

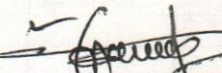
EIN: 13736

Signature: 

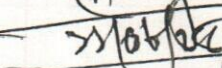
Date: 4/08/2025

Md. Mamun Hossain  
EIN : 13736  
Branch Manager  
Shakti Foundation

## Verified By Supervisor's

Name (AS): 

EIN:

Signature: 

Date:

Md. Shahadat Hossain (03175)  
Area Supervisor  
Chandrayani, Lakshmapur Area  
Shakti Foundation (SFDW)