

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

Reference: Shakti/ Finance /Treasury/EFS/2025/512

Date:30-10-2025

Employee Information

Employee Name:	Md. Sahadat Hossen	Separation Effective Date:	17-Aug-25
Employee ID:	21336	Length of Service:	1 years 1 Months 3 Days
Post Name:	Medical Assistant	Salary paid up to:	31-Jul-25
Branch / Department:	Sadar Manikganj	Separation Type:	Contract Not Renewed
Branch / Department Code	4123	Notice Period:	0 Month
Employment Type:	Probationary	Notice Period Completed:	0 Month
Date of joining:	14-Jul-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01639216583
Last Working Day	16-Aug-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	15,000	17	8226
A.Total salary Dues			8,226

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	774
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	759
One Month Salary	-
Over Time (March & April,2025)	-
C.Total Additional Payment	16,533

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	-
D.Total Deduction	-
E.Total Payable / Receivable (A+B+C-D)	24,759

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	-	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	-		-
Profit on Organization Contribution	-		-
Total	-	Total PF Payable	-

Total Salary & Others (E)	24,759
Total Provident Fund	-
Total End of Service Benefit	24,759
In Words: Twenty Four Thousand Seven Hundred Fifty Nine Taka Only.	

Prepared By 30.10.2025 Checked By 30.10.2025

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

Reviewed By 30/10/2025
Director
Internal Audit and Legal Department
Shakti Foundation for Disadvantaged Women

Approved By

Employee Acknowledgement

BDT 24,759 ☐ Received From/ ☐ Paid To Shakti Foundation

Signature & Date:

In Words: Twenty Four Thousand Seven Hundred Fifty Nine Taka Only.

checked by
Mst

Disadvantaged Women

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

21336

02. Account Holder Name:

Md. Sahadat hossen

03. Bank Account No:

1491580077638

04. Bank Name:

Dutch-Bangla Bank PLC

05. Bank Branch Name:

Manikganj

06. Employee Mobile No:

01639216583

07. Employee Name & Signature:

Md. Sahadat hossen.

Sahadat

Verified By Supervisor's

Name (BM):

Md. Faruque Hossain

EIN: 21335

Signature:



Date:

17.08.2025

Verified By Supervisor's

Name (AS):

EIN:

Signature:

Date: