

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/633

Date:10-11-2025

Employee Information

Employee Name:	Md. Hossain Khan	Separation Effective Date:	03/Jul/25
Employee ID:	18554	Length of Service:	2 years 10 Months 11 Days
Post Name:	Accountant	Salary paid up to:	31-May-25
Branch / Department:	Vasantek-Mirpur Dhaka	Separation Type:	Resignation
Branch / Department Code	0119	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	22-Aug-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jun-2023	Leave without Pay (Days)	0 Days
Resignation Submission Date	2-Jun-2025	Contact Number	01600254568
Last Working Day	2-Jul-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	27,326	32	29,089
A.Total salary Dues			29,089

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	2,129
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	2,129

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	600
E.Total Payable / Receivable (A+B+C-D)	30,618

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	24,395	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	2,154		-
Profit on Organization Contribution	-		-
Total	26,549	Total PF Payable	-

Total Salary & Others (E)	30,618
Total Provident Fund	26,549
Total End of Service Benefit	57,167

Fifty Seven Thousand One Hundred Sixty Seven Taka Only.

Process and Calculation
is Audited based on
supporting documents

Md. Asadul Hossain
Senior Manager &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Prepared By

Checked By

Reviewed By

Approved By

Employee Acknowledgement

BDT 57,167 ☐ Received From/ ☐ Paid To Shakti Foundation

Receiver's Name:

Signature & Date:

In Words: Fifty Seven Thousand One Hundred Sixty Seven Taka Only.

checked by
MDH

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

18554

02. Account Holder Name:

Md. Hossain Khan

03. Bank Account No:

1052925760001

04. Bank Name:

BTAC Bank

05. Bank Branch Name:

GOUTIPUT Branch.

06. Employee Mobile No:

01600-254568.


07. Employee Name & Signature: Md. Hossain Khan



Verified By Supervisor's

Name (BM): Parvin Akter

EIN: 14568

Signature: 

Date: 31/07/25

Verified By Supervisor's

Name (AS): Sonaton Chandra Roy

EIN: 14664

Signature: 

Date: 31.07.25