

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

Reference: Shakti/ Finance /Treasury/EFS/2025/236

Date: 15-02-26

**Employee Information**

Employee Name:	Md.Abdul Owab Faruki	Separation Effective Date:	21-Nov-25
Employee ID:	17901	Length of Service:	3 years 5 Months 2 Days
Post Name:	Accountant	Salary paid up to:	31-Oct-25
Branch / Department:	Mandari Lakshmipur	Separation Type:	Resignation
Branch / Department Code	0463	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 5 Days
Date of joining:	19-Jun-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jan-2023	Leave without Pay (Days)	0 Days
Resignation Submission Date	16-Nov-2025	Contact Number	0167504874
Last Working Day	20-Nov-2025	Payment Account :	Salary

Salary Information	Amount	Day's	Amount
Gross	26,818	20	17,879
<b>A.Total salary Dues</b>			<b>17,879</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	1,333
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	26,818
<b>C.Total Additional Payment</b>	<b>28,151</b>

Deductions	Amount (S)
Financial Misappropriation	-
Motorecycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	26,818
Abashon Rent	300
Income Tax	-
<b>D.Total Deduction</b>	<b>27,118</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>18,912</b>

Shakti Foundation (Finance)  
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23 FEB 2026  
[Signature]

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	34,220	PF Loan (Principal)	-
Organization Contribution	34,220	PF Loan (Interest)	-
Profit on Employees Contribution	4,302		-
Profit on Organization Contribution	4,301		-
<b>Total</b>	<b>77,043</b>	<b>Total PF Payable</b>	<b>-</b>

Process and Calculation  
is Audited based on  
supporting documents

Total Salary & Others (E)	18,912
Total Provident Fund	77,043
<b>Total End of Service Benefit</b>	<b>95,955</b>

Ninety Five Thousand Nine Hundred Fifty Five Taka Only  
 Prepared By: [Signature] 15.02.26  
 Checked By: [Signature] 15.02.26

Reviewed by: [Signature] Hoque  
 Deputy General Manager  
 Assistant Audit Coordinator  
 Internal Audit & Legal Department  
 Shakti Foundation for Disadvantaged Women

Approved: [Signature]  
 Md. Abdul Halim  
 Senior Director &  
 Head of Finance &  
 Shakti Foundation  
 for Disadvantaged Women

Employee Acknowledgement	
BDT 95,955	Received From/ <input type="checkbox"/> Paid To Shakti Foundation
Receiver's Name: _____	
Signature & Date: _____	

In Words: Ninety Five Thousand Nine Hundred Fifty Five Taka Only.

Recd by [Signature]