

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

Reference: Shakti/ Finance /Treasury/EFS/2025/408  
Employee Information

Date:15-09-2025

|                             |                          |                                 |                          |
|-----------------------------|--------------------------|---------------------------------|--------------------------|
| Employee Name:              | Md. Sabil Hossain        | Separation Effective Date:      | 1-Jul-2025               |
| Employee ID:                | 15350                    | Length of Service:              | 4 years 5 Months 29 Days |
| Post Name:                  | Microfinance Officer     | Salary paid up to:              | 31-May-25                |
| Branch / Department:        | Pakulla-Deldowar Tangail | Separation Type:                | Resignation              |
| Branch / Department Code    | 0600                     | Notice Period:                  | 01 Month                 |
| Employment Type:            | Permanent                | Notice Period Completed:        | 0 Months 7 Days          |
| Date of joining:            | 2-Jan-2021               | Annual Leave Encashment Balance | 0 Days                   |
| Date of Confirmation:       | 1-Jul-2021               | Leave without Pay (Days)        | 0 Days                   |
| Resignation Submission Date | 24-Jun-2025              | Contact Number                  | 01920036416              |
| Last Working Day            | 30-Jun-2025              | Email ID :                      |                          |

| Salary Information         | Amount | Day's | Amount        |
|----------------------------|--------|-------|---------------|
| Gross                      | 24,760 | 30    | 24,760        |
| <b>A.Total salary Dues</b> |        |       | <b>24,760</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             | 4,500         |
| DSA                               | -             |
| Motor Cycle Allowance             | -             |
| Ancholik Allowance                | -             |
| Shurakkha Bhata                   | -             |
| Due Distance Allowance            | 750           |
| Security Deposit                  | 12,000        |
| Security Deposit Interest         | 2,120         |
| Over Time ( March & April,2025)   | -             |
| <b>C.Total Additional Payment</b> | <b>19,370</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>43,830</b> |

**Provident Fund**

| Particular (S)                      | Amount (S)    | Particular (S)          | Amount (S) |
|-------------------------------------|---------------|-------------------------|------------|
| Employees Contribution              | 38,923        | PF Loan (Principal)     | -          |
| Organization Contribution           | 38,923        | PF Loan (Interest)      | -          |
| Profit on Employees Contribution    | 5,859         |                         | -          |
| Profit on Organization Contribution | 5,859         |                         | -          |
| <b>Total</b>                        | <b>89,564</b> | <b>Total PF Payable</b> | <b>-</b>   |

|  |                |
|--|----------------|
| <b>Total Salary &amp; Others (E)</b>                               | 43,830         |
| <b>Total Provident Fund</b>  | 89,564         |
| <b>Total End of Service Benefit</b>                                | <b>133,394</b> |
| One Lac Thirty Three Thousand Three Hundred Ninety Four Taka Only. |                |

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

Md. Abdul Halim  
Senior Finance Officer  
Head of Finance  
Shakti Foundation  
for Disadvantaged Women  
Approved By

Prepared By: *[Signature]*  
15-09-25  
Checked By: *[Signature]*  
15-09-25

Reviewed By: *[Signature]*  
15/9/25  
**Kamrul Hasan**  
Director

**Employee Acknowledgement**

BDT 133,394 ☐ Received From/ ☐ Paid To Shakti Foundation  
In Words: One Lac Thirty Three Thousand Three Hundred Ninety Four Taka Only.  
Signature & Date:

checked by  
*[Signature]*



# Employee Personal Bank Account Information

## Required Information

01. Employee EIN :

15350

02. Account Holder Name:

Md. Sabil Hossain

03. Bank Account No:

135-1050095664

04. Bank Name:

Dutch Bangla Bank Limited

05. Bank Branch Name:

Alokaamor Rajshahi

06. Employee Mobile No:

01920036416

07. Employee Name & Signature: Md. Sabil Hossain.



## Verified By Supervisor's

Name (BM):



EIN:

00892

Signature:

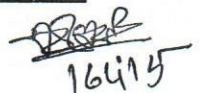


Date:

03.07.2025

## Verified By Supervisor's

Name (AS):



16415

EIN:

Signature:

A K M Harun-Or-Rashid  
Area Supervisor  
Shakti Foundation  
Mirzapur Area, Tangail.

Date:

03.07.2025