

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

Reference: Shakti/ Finance /Treasury/EFS/2025/452

Date:29-09-2025

**Employee Information**

Employee Name:	Safayat Hossain	Separation Effective Date:	22-Jul-25
Employee ID:	16488	Length of Service:	3 years 9 Months 19 Days
Post Name:	Senior Microfinance Officer	Salary paid up to:	31-May-25
Branch / Department:	Muradpur Chattogram	Separation Type:	Resignation
Branch / Department Code	0115	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 0 Days
Date of joining:	3-Oct-2021	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jan-2022	Leave without Pay (Days)	0 Days
Resignation Submission Date	22-Jun-2025	Contact Number	01825075501
Last Working Day	21-Jul-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	26,220	51	43,982
<b>A.Total salary Dues</b>			<b>43,982</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	7,548
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	2,516
General incentive	2,000
Due Distance Allowance	750
Security Deposit	-
Security Deposit Interest	-
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>12,814</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	-
Income Tax	-
<b>D.Total Deduction</b>	<b>-</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>56,796</b>

**Provident Fund**

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	35,582	PF Loan (Principal)	-
Organization Contribution	35,582	PF Loan (Interest)	-
Profit on Employees Contribution	4,710		-
Profit on Organization Contribution	4,709		-
<b>Total</b>	<b>80,583</b>	<b>Total PF Payable</b>	<b>-</b>

<b>Total Salary &amp; Others (E)</b>	56,796
<b>Total Provident Fund</b>	80,583
<b>Total End of Service Benefit</b>	<b>137,379</b>
One Lakh Thirty Seven Thousand Three Hundred Seventy Nine	

Prepared By: 29.09.25

Checked By:

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

Reviewed By:

Abdul Halim  
Senior Director &  
Head of Finance  
Shakti Foundation  
for Disadvantaged Women

**Employee Acknowledgement**

BDT 137,379 ☐ Received From/ ☐ Paid To Shakti Foundation

One Lakh Thirty Seven Thousand Three Hundred Seventy Nine

Receiver's Name:

Signature & Date:

checked by  
[Signature]



## Employee Personal Bank Account Information

### Required Information

01. Employee EIN :

16488

02. Account Holder Name:

SAPAYAT HOSSAIN

03. Bank Account No:

1305104969793001

04. Bank Name:

BRAC BANK

05. Bank Branch Name:

CHANDINA, COMILLA

06. Employee Mobile No:

0182-5075501

07. Employee Name & Signature:

Sapayat Hossain

Verified By Supervisor's

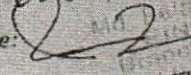
Name (BM):

Belayet Hossain

EIN:

02861

Signature:

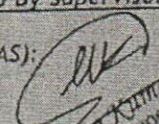


Date:

21/7/25

Verified By Supervisor's

Name (AS):



EIN:

Signature:

Atom Kumar Chy  
Area Supervisor  
Shakti Foundation

Date: