

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

Reference: Shakti/ Finance /Treasury/EFS/2025/203

Date:14-01-2026

**Employee Information**

Employee Name:	Md. Faruk Hossen	Separation Effective Date:	15-Aug-25
Employee ID:	18228	Length of Service:	3 years 0 Months 23 Days
Post Name:	Branch Manager	Salary paid up to:	31-Jul-25
Branch / Department:	Savar Dhaka SME	Separation Type:	Dismissal
Branch / Department Code	0493	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 0 Days
Date of joining:	23-Jul-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-May-2023	Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01741355831
Last Working Day	14-Aug-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	41,260	15	19,965
<b>A.Total salary Dues</b>			19,965

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	-	-	-	-
<b>B.Total Gratuity Dues</b>				-

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	10,161
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	10,161

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Security Deposit	-
Security Deposit Interest	-
Mobile Phone Handset Loan	10,893
Mobile Phone Subsidy	2,476
One Month Salary	-
Abashon Rent	-
Income Tax	-
<b>D.Total Deduction</b>	13,369
<b>E.Total Payable / Receivable (A+B+C-D)</b>	16,757

**Provident Fund**

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	41,034	PF Loan (Principal)	-
Organization Contribution	41,034	PF Loan (Interest)	-
Profit on Employees Contribution	3,446		-
Profit on Organization Contribution	3,445		-
<b>Total</b>	88,959	<b>Total PF Payable</b>	-

<b>Total Salary &amp; Others (E)</b>	16,757
<b>Total Provident Fund</b>	88,959
<b>Total End of Service Benefit</b>	105,716
In Words: One Lac Five Thousand Seven Hundred Sixteen Taka Only.	

Prepared By M. Rahman 14.01.26  
Checked By [Signature] 14.01.26

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

Reviewed By [Signature] 15/01/2026  
Kamruddin, Director

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

**Employee Acknowledgement**

BDT 105,716	Received From/	Paid To Shakti Foundation	Receiver's Name:
In Words: One Lac Five Thousand Seven Hundred Sixteen Taka Only.			Signature & Date:

18 JAN 2026

Time \_\_\_\_\_ Sign \_\_\_\_\_

Checked by [Signature]