

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

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

Date:14-01-2026

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>			<b>19,965</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	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>	<b>10,161</b>

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>	<b>13,369</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>16,757</b>

**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>	<b>88,959</b>	<b>Total PF Payable</b>	<b>-</b>

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

Prepared By *Mahmud* 14-01-26

Checked By *Mahmud* 14-01-26

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

Reviewed By *Kamruzzaman* 15/03/2021

Approved By *Mohammed Abdul Hallim*

Senior Director &  
Head of Finance  
Shakti Foundation  
for Disadvantaged Women

**Employee Acknowledgement**

BDT <b>105,716</b>	Received From/ <i>Shakti Foundation (Finance)</i>	Paid To Shakti Foundation	Internal Audit and Legal Department Shakti Foundation For Disadvantaged Women	Receiver's Name:
In Words: One Lac Five Thousand Seven Hundred Sixteen Taka Only.			Signature & Date:	

18 JAN 2026

Time

Signature

Checked by  
*Mahmud*