

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/513

Date:16-10-2025

Employee Information

Employee Name:	Md. Faruque Hossain	Separation Effective Date:	20-Aug-25
Employee ID:	21335	Length of Service:	1 years 0 Months 0 Days
Post Name:	Zonal Health Coordinator	Salary paid up to:	31-Jul-25
Branch / Department:	Bogura B	Separation Type:	Discontinuation of Service
Branch / Department Code	0002	Notice Period:	0 Month
Employment Type:	Probationary	Notice Period Completed:	0 Month
Date of joining:	20-Aug-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01912505933
Last Working Day	19-Aug-2025	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	42,000	19	25742
A.Total salary Dues			25,742

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	-	-	-	-
B.Total Gratuity Dues				-

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	0
DSA	18,875
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Over Time (March & April,2025)	-
C.Total Additional Payment	18,875

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	-
D.Total Deduction	-
E.Total Payable / Receivable (A+B+C-D)	44,617

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution		- PF Loan (Principal)	-
Organization Contribution		- PF Loan (Interest)	-
Profit on Employees Contribution			-
Profit on Organization Contribution			-
Total		- Total PF Payable	-

Total Salary & Others (E)	44,617
Total Provident Fund	-
Total End of Service Benefit	44,617

In Words: Forty Four Thousand Six Hundred Seventeen Taka Only.

Prepared By M. Rahman 16.10.25
Checked By 20/08/25 16.10.25

Process and Calculation
is Audited based on
supporting documents

Reviewed By 16.10.2025
Director

Approved By 16.10.25
Director

Employee Acknowledgement

BDT 44,617 ☐ Received From/ ☐ Paid To Shakti Foundation

Receiver's Name:

Signature & Date:

In Words: Forty Four Thousand Six Hundred Seventeen Taka Only.

checked by 16.10.25

Employee Personal Bank Account Informaton

Required Information

01. Employee EIN :

21335

02. Account Holder Name:

MD. FARUQUE HOSSAIN

03. Bank Account No:

135.103.148210

04. Bank Name:

Dutch Bangla Bank.


05. Bank Branch Name:

Rajshahi Branch

06. Employee Mobile No:

01912505933

07. Employee Name & Signature:


Md. Faruque Hossain

Verified By Supervisor's

Name (BM):

EIN:

Signature:

Date:

Verified By Supervisor's

Name (AS):

EIN:

Signature:

Date: