

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

Reference: Shakti/ Finance /Treasury/EFS/2025/536

Date:25-10-2025

**Employee Information**

Employee Name:	Md. Babul Hossen	Separation Effective Date:	01-Oct-25
Employee ID:	21504	Length of Service:	1 years 0 Months 0 Days
Post Name:	Driver	Salary paid up to:	31-Aug-25
Branch / Department:	Administration Department	Separation Type:	Resignation
Branch / Department Code	20000006	Notice Period:	01 Month
Employment Type:	Contractual	Notice Period Completed:	1 Months 0 Days
Date of joining:	1-Oct-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date	1-Sep-2025	Contact Number	01316930587
Last Working Day	30-Sep-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	18,000	30	18000
<b>A.Total salary Dues</b>			<b>18,000</b>

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

Additional Payment	Amount
Security Allowance & Field Trips	-
TA & DA / Field trips	-
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Over Time ( September2025)	6,000
<b>C.Total Additional Payment</b>	<b>6,000</b>

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	10,893
Mobile Phone Subsidy	2,476
Security Deposit	-
Security Deposit Interest	-
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>10,631</b>

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	-		-
<b>Total</b>		<b>- Total PF Payable</b>	<b>-</b>

<b>Total Salary &amp; Others (E)</b>	10,631
<b>Total Provident Fund</b>	-
<b>Total End of Service Benefit</b>	<b>10,631</b>

In Words: Ten Thousand Six Hundred Thirty One Taka Only.

Prepared By M. Babul Hossen 25/10/25  
Checked By [Signature] 25/10/25

Reviewed By [Signature] 26/10/2025

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

**Employee Acknowledgement**

BDT 10,631 ☐ Received From/ ☐ Paid To Shakti Foundation

In Words: Ten Thousand Six Hundred Thirty One Taka Only.

Director  
Interna Audit and Legal Department  
Receiver's Name:  
Signature & Date:

checked by  
[Signature]