

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

Reference: Shakti/ Finance /Treasury/EFS/2025/389

Date:03-09-2025

**Employee Information**

Employee Name:	Md. Sakawat Hossen	Separation Effective Date:	26-Jul-25
Employee ID:	22566	Length of Service:	0 years 2 Months 4 Days
Post Name:	Security Guard	Salary paid up to:	30-Jun-25
Branch / Department:	Administration Department	Separation Type:	Resignation
Branch / Department Code	20000006	Notice Period:	01 Month
Employment Type:	Contractual	Notice Period Completed:	0 Months 17 Days
Date of joining:	22-May-2025	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date	9-Jul-2025	Contact Number	01779880649
Last Working Day	25-Jul-2025	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	13,500	25	10,887
<b>A.Total salary Dues</b>			<b>10,887</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	-
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>-</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>10,887</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>Total Salary &amp; Others (E)</b>	10,887
<b>Total Provident Fund</b>	
<b>Total End of Service Benefit</b>	10,887
Ten Thousand Eight Hundred Eighty Seven Taka Only	

Prepared By: M Rahman 03.09.25  
Checked By: [Signature] 03.09.25

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

Reviewed By: [Signature] 03.09.25  
Internal Audit and Legal Department  
Shakti Foundation for Disadvantaged Women

Approved By: [Signature]  
Md. Shaukat Hossain  
Section Director &  
Head of Finance  
Shakti Foundation  
for Disadvantaged Women

Employee Acknowledgement		Receiver's Name:
BDT 10,887	<input type="checkbox"/> Received From <input type="checkbox"/> Paid To Shakti Foundation	
In Words: Ten Thousand Eight Hundred Eighty Seven Taka Only.		Signature & Date:

checked by  
[Signature]



# Employee Personal Bank Account Information

## Required Information

01. Employee EIN :

22566

02. Account Holder Name:

MD. Sakharot Hossen

03. Bank Account No:

20507777002239867

04. Bank Name:

Islami Bank Bangladesh PLC

05. Bank Branch Name:

216 - Tongi BRG Gazipur

06. Employee Mobile No:

01779880649

07. Employee Name & Signature:

Sakharot  
09-07-25

Verified By Supervisor's

Name (BM):

Riaz Hosen

EIN:

22438

Signature:

Riaz Hosen  
Manager  
Administration Department  
Shakti Foundation for  
Disadvantaged Women

Date:

Verified By Supervisor's

Name (AS):

EIN:

Signature:

Date: