

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

Date:31-03-2026

Reference: Shakti/ Finance /Treasury/EFS/2026/97

**Employee Information**

Employee Name:	Md.Arif Hossen	Separation Effective Date:	16-Feb-26
Employee ID:	17147	Length of Service:	4 years 0 Months 24 Days
Post Name:	Accountant	Salary paid up to:	31-Dec-25
Branch / Department:	Sadar Laxmipur	Separation Type:	Resignation
Branch / Department Code	0172	Notice Period:	0 1 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 3 Days
Date of joining:	23-Jan-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Aug-2022	Leave without Pay (Days)	0 Days
Resignation Submission Date	13-Jan-2026	Contact Number	01638865889
Last Working Day (As Per Attendance)	15-Feb-2026	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	30,150	46	46,302
<b>A.Total salary Dues</b>			<b>46,302</b>

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

Additional Payment	Amount
Leave Encashment	5,025
TA & DA / Field trips	6,911
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Other Allowance	-
<b>C.Total Additional Payment</b>	<b>11,936</b>

Deductions	Amount (S)
Financial Misappropriation	-
Motorecycle Loan	-
Bicycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashaon Rent	600
Income Tax	-
<b>D.Total Deduction</b>	<b>600</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>57,638</b>

  
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Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	41,904	PF Loan (Principal)	-
Organization Contribution	41,904	PF Loan (Interest)	-
Profit on Employees Contribution	5,525		-
Profit on Organization Contribution	5,524		-
<b>Total</b>	<b>94,857</b>	<b>Total PF Payable</b>	<b>-</b>

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

<b>Total Salary &amp; Others (E)</b>	57,638
<b>Total Provident Fund</b>	94,857
<b>Total End of Service Benefit</b>	<b>152,495</b>

In Words: One Lac Fifty Two Thousand Four Hundred Ninety Five Taka Only.

Prepared By M. Rahman 31-03-26  
Checked By [Signature] 31-03-26

Reviewed By [Signature] 29/03/26

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

<p><b>Employee Acknowledgement</b></p> <p>BDT 152,495 <input type="checkbox"/> received From/ <input type="checkbox"/> paid To Shakti Foundation</p> <p>In Words: One Lac Fifty Two Thousand Four Hundred Ninety Five Taka Only.</p>	<p>Receiver's Name:</p> <p>Signature &amp; Date:</p>
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Checked by [Signature]