

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

Reference: Shakti/ Finance /Treasury/EFS/2025/252

Date: 16-02-25

Employee Information

Employee Name:	Nirjon Chandra Samurdar	Separation Effective Date:	29-Sep-25
Employee ID:	22340	Length of Service:	0 years 6 Months 13 Days
Post Name:	Microfinance Officer (Probationary)	Salary paid up to:	31-Aug-25
Branch / Department:	Kalkini Madaripur	Separation Type:	Discontinuation of Service
Branch / Department Code	0194	Notice Period:	0 Days
Employment Type:	Probationary	Notice Period Completed:	0 Days
Date of joining:	16-Mar-2025	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01914078602
Last Working Day	28-Sep-2025	Payment Account :	Salary

Salary Information	Amount	Day's	Amount
Gross	18,000	28	16,800
A.Total salary Dues			16,800

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	4,200
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	225
Over Time (March & April,2025)	-
C.Total Additional Payment	19,425

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	300
D.Total Deduction	300
E.Total Payable / Receivable (A+B+C-D)	35,925

Shakti Foundation (Finance)
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22 FEB 2025
[Signature]

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)	35,925
Total Provident Fund	-
Total End of Service Benefit	35,925
Thirty Five Thousand Nine Hundred Twenty Five Taka Only	

Process and Calculation
is Approved based on
supporting documents

Prepared By *[Signature]* 16.02.26
Checked By *[Signature]*

Md. Afroz Hoque
Deputy General Manager
Assistant Audit Coordinator
Internal Audit & Legal Department
Shakti Foundation for Disadvantaged Women

[Signature]
Approved By

Employee Acknowledgement		Receiver's Name:
BDT 35,925	<input type="checkbox"/> Received From/ <input type="checkbox"/> Paid To Shakti Foundation	
In Words: Thirty Five Thousand Nine Hundred Twenty Five Taka Only.		Signature & Date:

*Checked by
AAAT.*