

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

Reference: Shakti/ Finance /Treasury/EFS/2026/621

Date:06-07-2026

Employee Information

Employee Name:	Sujit Chandra Das	Separation Effective Date:	24-May-26
Employee ID:	23386	Length of Service:	0 years 6 Months 8 Days
Post Name:	Microfinance Officer (Probationary)	Salary paid up to:	31-May-26
Branch / Department:	Gharishar, Shariatpur	Separation Type:	Discontinuation of service
Branch / Department Code	0517	Notice Period:	0 Month
Employment Type:	Probationary	Notice Period Completed:	0 Month
Date of joining:	16-Nov-2025	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01734617124
Last Working Day (As Per Attendance)	23-May-2026	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	20,000	0	-
A.Total salary Dues			-

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	-
Death Benefit & Emp-Welfare	160
Snacks Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	-
One Month Salary	-
C.Total Additional Payment	15,160

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Bicycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
08 Day's Salary	5,160
TA & DA / Field trips	1,160
Abashāon Rent	-
One Month Salary	-
D.Total Deduction	6,322
E.Total Payable / Receivable (A+B+C-D)	8,838

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)	Process and Calculation	8,838
Total Provident Fund	is Audited based on	-
Total End of Service Benefit	supporting documents	8,838
In Words: Eight Thousand Eight Hundred Thirty Eight Taka Only.		

Prepared By M. Rahman 06.07.2026

Checked By [Signature] 06.07.26

Shakti Foundation (Finance)
RECEIVED
11 JUL 2026

Approved By [Signature]

Employee Acknowledgement

BDT 8,838 ☐ Received From/ ☐ Paid To Shakti Foundation

In Words: Eight Thousand Eight Hundred Thirty Eight Taka Only.

Receiver's Name: _____

Signature & Date: _____

[Signature]
06.07.2026

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

23386

02. Account Holder Name:

Sujit chandra Das

03. Bank Account No:

2196211023016

04. Bank Name:

PRIMBANK PRIMEBANK

05. Bank Branch Name:

06. Employee Mobile No:

01734617124

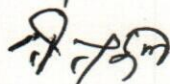
07. Employee Name & Signature:

সুজিত চন্দ্র দাস

Verified By Supervisor's

Name (BM): Md. Readul Islam

EIN: 16124

Signature: 

Date: 23/05/26

Md. Readul Islam
Branch Manager
EIN: 16124
Shakti Foundation

Verified By Supervisor's

Name (AS): Md. Anful Islam

EIN: 09960

Signature: 

Date: 23/05/26