

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

Reference: Shakti/ Finance /Treasury/EFS/2026/78  
Employee Information

Date:09-03-2026

Employee Name:	Dipongkor Samajdar	Separation Effective Date:	30-Jan-26
Employee ID:	22687	Length of Service:	0 years 6 Months 17 Days
Post Name:	Microfinance Officer (Probationary)	Salary paid up to:	31-Dec-25
Branch / Department:	Sarojganj Chundanga	Separation Type:	Discontinuation of Service
Branch / Department Code	0478	Notice Period:	0 Month
Employment Type:	Probationary	Notice Period Completed:	0 Month
Date of Joining:	13-Jul-2025	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01786771037
Last Working Day	29-Jan-2026	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	20,000	29	18,710
<b>A.Total salary Dues</b>			<b>18,710</b>

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

Additional Payment	Amount
One Month Additional Salary	-
TA & DA / Field trips	4,210
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	-
One Month Salary	-
<b>C.Total Additional Payment</b>	<b>19,210</b>

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Bicycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	300
Income Tax	-
<b>D.Total Deduction</b>	<b>300</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>37,620</b>

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>-</b>		<b>-</b>

<b>Total Salary &amp; Others (E)</b>	<b>37,620</b>
<b>Total Provident Fund</b>	<b>-</b>
<b>Total End of Service Benefit</b>	<b>37,620</b>

In Words: Thirty Seven Thousand Six Hundred Twenty Taka Only.

Prepared By *M Rahman* 09.03.26

Checked By *[Signature]* 09.03.26

Reviewed By *[Signature]* 14/03/26

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

Process and Calculation  
is Audited based on  
supporting documents

**Employee Acknowledgement**

BDT 37,620  received From/  paid To Shakti Foundation

In Words: Thirty Seven Thousand Six Hundred Twenty Taka Only.

Receiver's Name: \_\_\_\_\_

Signature & Date: \_\_\_\_\_

*id by*  
*[Signature]*