

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/424

Date:22-09-2025

Employee Information

Employee Name:	Sangkar Dayal Sharma	Separation Effective Date:	9-Feb-24
Employee ID:	18945	Length of Service:	1 years 3 Months 24 Days
Post Name:	Microfinance Officer	Salary paid up to:	31-Jan-24
Branch / Department:	Tilokpur Joypurhat	Separation Type:	Resignation
Branch / Department Code	0412	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 1 Days
Date of joining:	16-Oct-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jan-2023	Leave without Pay (Days)	0 Days
Resignation Submission Date	8-Feb-2024	Contact Number	01738681890
Last Working Day	8-Feb-2024	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	23,000	8	6,345
A.Total salary Dues			6,345

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	552
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	750
Security Deposit	15,000
Security Deposit Interest	646
Over Time (March & April,2025)	-
C.Total Additional Payment	16,948

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	23,000
Abashon Rent	300
Income Tax	-
D.Total Deduction	23,300
E.Total Payable / Receivable (A+B+C-D)	(7)

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	11,160	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	724	-	-
Profit on Organization Contribution	-	-	-
Total	11,884	Total PF Payable	-

Total Salary & Others (E)	(7)
Total Provident Fund	11,884
Total End of Service Benefit	11,877
Eleven thousand eight hundred seventy seven	

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

<p><i>[Signature]</i> Prepared By</p>	<p><i>[Signature]</i> Checked By</p>	<p><i>[Signature]</i> Reviewed By Kamrul Hasan Director</p>	<p><i>[Signature]</i> Approved By Md. Abdul Halim Senior Director & Head of Finance Shakti Foundation for Disadvantaged Women</p>
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<p>Employee Acknowledgement</p> <p>BDT 11,877 <input type="checkbox"/> Received From/ <input type="checkbox"/> Paid To Shakti Foundation</p> <p>Eleven thousand eight hundred seventy seven</p>	<p>Signature & Date:</p>
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Employee Personal Bank Account Information

Required Information

01. Employee EIN :

18045

02. Account Holder Name:

Bdul Bank/Somkar Dayal Sharma

03. Bank Account No:

1053681450001

04. Bank Name:

Bdul Bank

05. Bank Branch Name:

Dhaka mirpur branch

06. Employee Mobile No:

01738-681890

Somkar ~~02.02.2024~~
07. Employee Name & Signature:

Verified By Supervisor's

Name (BM): Md. Saddam Hossain

EIN: 12803

Signature: 

Date: 18/4/24

Md. Saddam Hossain
Branch Manager
EIN-12803
Shakti Foundation

Verified By Supervisor's

Name (AS): Md. Tabdul Haque

EIN: 01662

Signature: 

Date: 21/04/24

Md. Tabdul Haque
Area Supervisor
Shakti Foundation