

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/519
Employee Information

Date:16-09-2025

Employee Name:	Asit Kumar Das	Separation Effective Date:	15-Aug-25
Employee ID:	1896	Length of Service:	17 years 3 Months 11 Days
Post Name:	Branch Manager	Salary paid up to:	30-Jun-25
Branch / Department:	Noapara Jashore	Separation Type:	Resignation
Branch / Department Code	0143	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 7 Days
Date of joining:	4-May-2008	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Mar-2010	Leave without Pay (Days)	15 Days
Resignation Submission Date	8-Jul-2025	Contact Number	01710963753
Last Working Day	14-Aug-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	43,200	45	62,710
A.Total salary Dues			62,710

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	17,280	17	3	881,280
B.Total Gratuity Dues				881,280

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	17161
Snacks Allowance	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	5,000
Security Deposit Interest	558
Over Time (March & April,2025)	-
C.Total Additional Payment	22,719

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)	966,409

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	128,913	PF Loan (Principal)	37,500
Organization Contribution	128,913	PF Loan (Interest)	1,730
Profit on Employees Contribution	77,704		-
Profit on Organization Contribution	77,704		-
Total	413,234	Total PF Payable	39,230.00

Total Salary & Others (E)	966,409
Total Provident Fund	374,004
Total End of Service Benefit	1,340,413

In Words: Thirteen Lac Forty Thousand Four Hundred Thirteen Taka Only.

Prepared By: *Rakman* 16.10.25
Checked By: *Rakman* 16.10.25

Process and Calculation
Is Audited based on
supporting Documents

Reviewed By: *Rakman*
Director

Approved By: *Rakman*
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement	
BDT 1,340,413 <input type="checkbox"/> received From/ <input type="checkbox"/> Paid To Shakti Foundation	Receiver's Name: _____ Signature & Date: _____
In Words: Thirteen Lac Forty Thousand Four Hundred Thirteen Taka Only.	

checked by
Rakman

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

01896

02. Account Holder Name:

ASIT KUMAR DAS

03. Bank Account No:

022000 8315 851

04. Bank Name:

IFIC

05. Bank Branch Name:

NURBAGI MAIN ROAD UPOSHAKHA
(0600)

06. Employee Mobile No:

(01710-963753

07. Employee Name & Signature:

ASIT KUMAR DAS

AS

Verified By Supervisor's

Name (BM):

EIN:

Signature:

Date:

Verified By Supervisor's

Name (AS): MD. Shemud mia

EIN: 16029

Signature: *Shemud mia*

Date: 12.08.25

MD. SHIMUL MIA
EIN-16029
Area Supervisor
Shakti Foundation
Khulna Sadar Area