

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

Reference: Shakti/ Finance /Treasury/EFS/2025/279

Date: 17-02-26

Employee Information

Employee Name:	Basudeb Sikdar	Separation Effective Date:	05-Dec-25
Employee ID:	16670	Length of Service:	4 years 0 Months 28 Days
Post Name:	Microfinance Officer	Salary paid up to:	31-Oct-25
Branch / Department:	Kotalipara	Separation Type:	Resignation
Branch / Department Code	0233	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 0 Days
Date of joining:	7-Nov-2021	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Feb-2022	Leave without Pay (Days)	0 Days
Resignation Submission Date	5-Nov-2025	Contact Number	01742577850
Last Working Day	4-Dec-2025	Payment Account :	Salary

Salary Information	Amount	Day's	Amount
Gross	25,078	34	28,314
A.Total salary Dues			28,314

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	5,081
DSA Bill	390
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	750
Security Deposit	-
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	6,221

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	600
Income Tax	600
D.Total Deduction	1200
E.Total Payable / Receivable (A+B+C-D)	33,935

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	39,698	PF Loan (Principal)	-
Organization Contribution	39,698	PF Loan (Interest)	-
Profit on Employees Contribution	6,169		-
Profit on Organization Contribution	6,169		-
Total	85,734		

Total Salary & Others (E)	33,935
Total Provident Fund	91,734
Total End of Service Benefit	125,669
One Lac Twenty Five Thousand Six Hundred Sixty Nine Taka Only.	

Prepared By: [Signature] 12.02.26

Checked By: [Signature] 17.02.26

Approved By: [Signature] 23.02.26

Receiver's Name: _____

Signature & Date: _____

Employee Acknowledgement

BDT 125,669 Received From/ Paid To Shakti Foundation

In Words: One Lac Twenty Five Thousand Six Hundred Sixty Nine Taka Only.

Shakti Foundation (Finance)
24 FEB 2025

Process and Calculation
is Audited based on
supporting documents

Md. Anwarul Haque
Deputy General Manager
Assistant Audit & Legal Department
Internal Audit & Legal Department
Shakti Foundation for Disadvantaged Women

Approved
Md. Abul Hafim
Senior Director &
Head of Finance &
Shakti Foundation for
Disadvantaged Women

checked by
[Signature]