

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/445

Date:17-06-2026

Employee Information

Employee Name:	Apurba Kumar Biswas	Separation Effective Date:	05-Mar-26
Employee ID:	18095	Length of Service:	3 years 7 Months 16 Days
Post Name:	Senior Microfinance Officer	Salary paid up to:	31-Jan-26
Branch / Department:	Mujibnagar, Maherpur	Separation Type:	Resignation
Branch / Department Code	0550	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 2 Days
Date of joining:	17-Jul-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Nov-2022	Leave without Pay (Days)	0 Days
Resignation Submission Date	3-Feb-2026	Contact Number	0174952568
Last Working Day(As per Attendance)	4-Mar-2026	Payment Account :	Salary

Salary Information	Amount	Day's	Amount
Gross	28,000	32	31,613
A.Total salary Dues			31,613

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

Additional Payment	Amount
Leave Encashment	4,667
TA & DA / Field trips	5,081
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	9,748

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Security Deposit	-
Security Deposit Interest	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
One Month Salary	-
Abashon Rent	600
Income Tax	-
D.Total Deduction	600
E.Total Payable / Receivable (A+B+C-D)	40,761

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	36,408	PF Loan (Principal)	-
Organization Contribution	36,408	PF Loan (Interest)	-
Profit on Employees Contribution	4,377		-
Profit on Organization Contribution	4,377		-
Total	81,570	Total PF Payable	-

Total Salary & Others (E)	40,761
Total Provident Fund	81,570
Total End of Service Benefit	122,331

One Lakh Twenty Two Thousand Three Hundred Thirty One only

Prepared By 17-06-26 Checked By 17.06.26

Process and Calculation
is Audited based on
supporting documents

Reviewed By
Md. Shahid Ali
Assistant General Manager
Assistant Audit Coordinator
Internal Audit and Legal Department
Shakti Foundation for Disadvantaged Women

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

Employee Acknowledgement

BDT 122,331 Received From/ Paid To Shakti Foundation

Signature & Date:

One Lakh Twenty Two Thousand Three Hundred Thirty One only

checked by 17/06/26

Employee Personal Bank Account Informaton

Required Information

01. Employee EIN :

18095

02. Account Holder Name:

Apurba Kumar Biswas

03. Bank Account No:

2901580013175

04. Bank Name:

Dutch - Bangla Bank LTD

05. Bank Branch Name:

MEHERPUR(090570379)

06. Employee Mobile No:

017 49525268

Apurba Kumar Biswas

07. Employee Name & Signature:

Verified By Supervisor's

Name (BM): Rasoshwar Kumar

EIN: 13113

Signature:

Date: 12.04.20

Verified By Supervisor's

Name (AS): Md. Rafsanjani

EIN: 19897

Signature:

Date:

13.04.20