

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2026/612

Date:23-06-2026

Employee Information

Employee Name:	Nabayan Das	Separation Effective Date:	09-Mar-26
Employee ID:	11104	Length of Service:	8 years 4 Months 27 Days
Post Name:	Senior Microfinance Officer	Salary paid up to:	31-Jan-26
Branch / Department:	Aushkandi, Habiganj	Separation Type:	Resignation
Branch / Department Code	0530	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 4 Days
Date of joining:	10-Oct-2017	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Nov-2018	Leave without Pay (Days)	0 Days
Resignation Submission Date	5-Feb-2026	Contact Number	01790199545
Last Working Day (As Per Attendance)	8-Mar-2026	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	30,316	36	38,139
A.Total salary Dues			38,139

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	12,126	8	1	97,008
B.Total Gratuity Dues				97,008

Additional Payment	Amount
Leave Encashment	5,053
TA & DA / Field trips	2,516
Death Benefit & Emp-Welfare	-
Motor Cycle Allowance	-
Ancholik Allowance	1,887
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	4,000
Security Deposit Interest	716
One Month Salary	-
C.Total Additional Payment	14,172

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Bicycle Loan	-
Mobile Phone Handset Loan	9,910
Mobile Phone Subsidy	699
Security Deposit	-
Security Deposit Interest	-
07 Day's Salary	-
TA & DA / Field trips	-
Abashaon Rent	600
One Month Salary	-
D.Total Deduction	11,209
E.Total Payable / Receivable (A+B+C-D)	138,110

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	64,808	PF Loan (Principal)	-
Organization Contribution	64,808	PF Loan (Interest)	-
Profit on Employees Contribution	15,094		-
Profit on Organization Contribution	15,094		-
Total	159,804	Total PF Payable	-

Total Salary & Others (E)	138,110
Total Provident Fund	159,804
Total End of Service Benefit	297,914
In Words: Two Lac Ninety Seven Thousand Nine Hundred Fourteen Taka Only.	

Prepared By: M Rahman 23-06-26

Checked By: [Signature] 23-06-26

Process and Calculation
is Audited based on
supporting documents

Reviewed By: [Signature] 29-06-26
Md. Shahid Ali
Assistant General Manager
Internal Audit and Legal Department
Shakti Foundation For Disadvantaged Women

Approved By: [Signature] 29-06-26
Md. Abdul Halim
Senior Director &
Head of Finance
Shakti Foundation For Disadvantaged Women

Employee Acknowledgement

BDT 297,914 ☐ Received From/ ☐ Paid To Shakti Foundation

In Words: Two Lac Ninety Seven Thousand Nine Hundred Fourteen Taka Only.

Signature & Date: _____

checked by [Signature]