

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

Reference: Shakti/ Finance /Treasury/EFS/2025/339

Date:08-04-2026

Employee Information

Employee Name:	Karna Sharma	Separation Effective Date:	06-Jan-26
Employee ID:	22933	Length of Service:	0 years 4 Months 20 Days
Post Name:	Accountant(Probationary)	Salary paid up to:	30-Nov-25
Branch / Department:	Noapara, Raozan	Separation Type:	Resignation
Branch / Department Code	0568	Notice Period:	01 Month
Employment Type:	Probationary	Notice Period Completed:	0 Months 30 Days
Date of joining:	17-Aug-2025	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date	7-Dec-2025	Contact Number	01819226522
Last Working Day (As per Attendance)	5-Jan-2026	Payment Account :	salary

Salary Information	Amount	Day's	Amount
Gross	20,000	36	23,226
A.Total salary Dues			23,226

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	2,323
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	1,742
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	19,065

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Security Deposit	15,000
Security Deposit Interest	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
One Month Salary	-
Abashon Rent	600
Income Tax	-
D.Total Deduction	15,600
E.Total Payable / Receivable (A+B+C-D)	26,691

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	-	- PF Loan (Principal)	-
Organization Contribution	-	- PF Loan (Interest)	-
Profit on Employees Contribution	-		-
Profit on Organization Contribution	-		-
Total	-	- Total PF Payable	-

Total Salary & Others (E)	26,691
Total Provident Fund	-
Total End of Service Benefit	26,691

Twenty Six Thousand Six Hundred Ninety One only

Prepared By *M. Rahman* 08/04/26

Checked by *08/04/26*

Process and Calculation
is Audited based on
supporting documents

Md. K. M. Rezaul Karim
Deputy General Manager
Assistant Audit & Legal Department
Internal Audit & Legal Department
Shakti Foundation for Disadvantaged Women

Approved By *11/04/26*
Md. Abdul Halim
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT 26,691 ☐ received From/

☐ paid To Shakti Foundation

Receiver's Name:

Signature & Date:

Twenty Six Thousand Six Hundred Ninety One only

in
49
07

*checked by
A. H. D.*

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

22933

02. Account Holder Name:

Karna Sharma

03. Bank Account No:

2141217018238

04. Bank Name:

Prime Bank Ltd.

05. Bank Branch Name:

Pantha Path, Dhaka - North

06. Employee Mobile No:

✓ 01819 22 65 22

07. Employee Name & Signature:

Karna Sharma


Verified By Supervisor's

Name (BM): Namita Rani Deb

EIN: 04180

Signature: 

Date: 06.01.26

Verified By Supervisor's

Name (AS): S. M. TANJIR HOSSAIN

EIN: 13494

Signature: 

Date: 06.01.26

S.M Tanjir Hossain
Area Supervisor Ein-134
Shakti Foundation