

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

Reference: Shakti/ Finance /Treasury/EFS/2025/436

Date:21-05-2026

**Employee Information**

|                                     |                      |                                 |                         |
|-------------------------------------|----------------------|---------------------------------|-------------------------|
| Employee Name:                      | Bishal Banik         | Separation Effective Date:      | 11/Feb/26               |
| Employee ID:                        | 20904                | Length of Service:              | 1 years 9 Months 6 Days |
| Post Name:                          | Microfinance Officer | Salary paid up to:              | 31-Dec-25               |
| Branch / Department:                | Shibpur Narsingdi    | Separation Type:                | Resignation             |
| Branch / Department Code            | 0317                 | Notice Period:                  | 01 Month                |
| Employment Type:                    | Permanent            | Notice Period Completed:        | 0 Months 29 Days        |
| Date of joining:                    | 5-May-2024           | Annual Leave Encashment Balance | 0 Days                  |
| Date of Confirmation:               | 1-Oct-2024           | Leave without Pay (Days)        | 0 Days                  |
| Resignation Submission Date         | 13-Jan-2026          | Contact Number                  | 01623413949             |
| Last Working Day(As per Attendance) | 10-Feb-2026          | Payment Account :               | Salary                  |

| Salary Information         | Amount | Day's | Amount        |
|----------------------------|--------|-------|---------------|
| Gross                      | 25,596 | 41    | 34,737        |
| <b>A.Total salary Dues</b> |        |       | <b>34,737</b> |

| Gratuity Information         | Basic | Year | No. of Gratuity | Amount |
|------------------------------|-------|------|-----------------|--------|
| Gratuity                     |       |      |                 |        |
| <b>B.Total Gratuity Dues</b> |       |      |                 |        |

| Additional Payment                | Amount        |
|-----------------------------------|---------------|
| Leave Encashment                  | 4,266         |
| TA & DA / Field trips             | 6,107         |
| DSA                               | -             |
| Motor Cycle Allowance             | -             |
| Ancholik Allowance                | -             |
| Shurakkha Bhata                   | -             |
| Due Distance Allowance            | -             |
| Security Deposit                  | -             |
| Security Deposit Interest         | 15,000        |
| Over Time ( March & April,2025)   | 913           |
| <b>C.Total Additional Payment</b> | <b>26,286</b> |

| Deductions                                    | Amount (S)    |
|-----------------------------------------------|---------------|
| Financial Misappropriation                    | -             |
| Motorcycle Loan                               | -             |
| Security Deposit                              | -             |
| Security Deposit Interest                     | -             |
| Mobile Phone Handset Loan                     | -             |
| Mobile Phone Subsidy                          | -             |
| One Month Salary                              | -             |
| Abashon Rent                                  | -             |
| Income Tax                                    | 600           |
| <b>D.Total Deduction</b>                      | <b>600</b>    |
| <b>E.Total Payable / Receivable (A+B+C-D)</b> | <b>60,423</b> |

**Provident Fund**

| Particular (S)                      | Amount (S)    | Particular (S)          | Amount (S) |
|-------------------------------------|---------------|-------------------------|------------|
| Employees Contribution              | 14,100        | PF Loan (Principal)     | -          |
| Organization Contribution           | -             | PF Loan (Interest)      | -          |
| Profit on Employees Contribution    | 234           |                         | -          |
| Profit on Organization Contribution | -             |                         | -          |
| <b>Total</b>                        | <b>14,834</b> | <b>Total PF Payable</b> | <b>-</b>   |

|                                      |               |
|--------------------------------------|---------------|
| <b>Total Salary &amp; Others (E)</b> | <b>60,423</b> |
| <b>Total Provident Fund</b>          | <b>14,834</b> |
| <b>Total End of Service Benefit</b>  | <b>75,257</b> |

Seventy Five Thousand Two Hundred Fifty Seven only

**Process and Calculation**  
is Audited based on  
supporting documents

Prepared By *[Signature]* 21-05-26

Checked By *[Signature]* 21-05-26

Reviewed By *[Signature]* 21-05-26  
**Md. Sharif Ali**  
Assistant General Manager  
Assistant Audit Coordinator  
Internal Audit and Legal Department  
Shakti Foundation for Disadvantaged Women

Approved By *[Signature]* 21-05-26  
**Md. Abdul Halim**  
Senior Director &  
Head of Finance  
Shakti Foundation  
for Disadvantaged Women

**Employee Acknowledgement**

BDT 75,257 ☐ Received From/ ☐ Paid To *[Signature]*  
Seventy Five Thousand Two Hundred Fifty Seven only

Signature & Date:

*checked by*  
*[Signature]*