

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/466

Date:26-10-2025

Employee Information

Employee Name:	Subroto Chandra Sutradhar	Separation Effective Date:	10-Jul-25
Employee ID:	15142	Length of Service:	4 years 8 Months 2 Days
Post Name:	Microfinance Officer	Salary paid up to:	30-Jun-25
Branch / Department:	Modina-Market Sylhet	Separation Type:	Dismiss
Branch / Department Code	0162	Notice Period:	0 Month
Employment Type:	Permanent	Notice Period Completed:	0 Days
Date of joining:	8-Nov-2020	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-May-2021	Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01754305195
Last Working Day	9-Jul-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross/ Basic	10,074	9	2,925
A.Total salary Dues			2,925

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	2,613
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	871
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	12,000
Security Deposit Interest	2,151
Over Time (March & April,2025)	-
C.Total Additional Payment	17,635

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
Income Tax	-
D.Total Deduction	-
E.Total Payable / Receivable (A+B+C-D)	20,560

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	41,385	PF Loan (Principal)	21,776
Organization Contribution	41,385	PF Loan (Interest)	658
Profit on Employees Contribution	6,254		-
Profit on Organization Contribution	6,254		-
Total	95,278	Total PF Payable	22,434.00

Total Salary & Others (E)	20,560
Total Provident Fund	22,844
Total End of Service Benefit	93,404

In Words: Ninety Three Thousand Four Hundred Four Taka Only.

Prepared By M. Rahman 26.10.25
Checked By [Signature] 26.10.25

Employee Acknowledgement

BDT 93,404
Received From/ Paid To Shakti Foundation
Shakti Foundation (Finance)
In Words: Ninety Three Thousand Four Hundred Four Taka Only.

Process and Calculation

Is Audited based on

Supporting documents

Reviewed By [Signature] 27/10/25
Director
Internal Audit and Legal Department
Shakti Foundation for Disadvantaged Women

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

Receiver's Name:

Signature & Date:

28 OCT 2025

Time: [Signature]

checked by
[Signature]

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

15142

02. Account Holder Name:

Subroto chandra sutra dhar

03. Bank Account No:

2012520001390

04. Bank Name:

Dutch bangla bank limited.

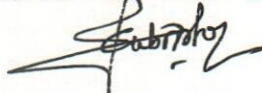
05. Bank Branch Name:

Sylhet, Amborkhana.

06. Employee Mobile No:

01754305195

07. Employee Name & Signature: Subroto chandra sutra dhar



Verified By Supervisor's

Name (BM):

APURBA Acharjee

EIN:

17217

Signature:



Date:

18.08.25

Verified By Supervisor's

Name (AS):

MONIROREMAN

EIN:

15151

Signature:



Date:

27.08.25