

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/518

Date:16-10-2025

Employee Information

Employee Name:	Uttam Kumar Boeidaya	Separation Effective Date:	05-Jun-25
Employee ID:	21946	Length of Service:	0 years 5 Months 7 Days
Post Name:	Microfinance Officer (Probationary)	Salary paid up to:	30-Apr-25
Branch / Department:	Dhamrai Dhaka SME	Separation Type:	Resignation
Branch / Department Code	0498	Notice Period:	0 Month
Employment Type:	Probationary	Notice Period Completed:	0 Months 30 Days
Date of joining:	29-Dec-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date	6-May-2025	Contact Number	01922140070
Last Working Day	4-Jun-2025	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	18,000	35	20,400
A.Total salary Dues			20,400

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	5100
Snacks Allowance	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	450
Over Time (March & April,2025)	-
C.Total Additional Payment	20,550

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	15,000
One Month Salary	450
Abashon Rent	-
Income Tax	600
D.Total Deduction	-
E.Total Payable / Receivable (A+B+C-D)	16,050
	24,900

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)	24,900
Total Provident Fund	-
Total End of Service Benefit	24,900
In Words: Twenty Four Thousand Nine Hundred Taka Only.	

Prepared By 16/10/25 Checked By 16/10/25

Process and Calculation
is Audited based on
supporting documents

Reviewed By 16/10/2025
Kamrul Hasan

Approved By 16/10/25
Abdul Halim
Senior Director
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BTD 24,900	Received From/	Paid To Shakti Foundation
In Words: Twenty Four Thousand Nine Hundred Taka Only.		

Director
Internal Audit Department
Receiver's Name:
Signature & Date:

checked by
MAU

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

21946

02. Account Holder Name:

UTTAM KUMAR BOESDAYA

03. Bank Account No:

1071260037457

04. Bank Name:

Eastern Bank PLC

05. Bank Branch Name:

100 Gulshan Avenue, Dhaka 1212

06. Employee Mobile No:

01922-140070

07. Employee Name & Signature:

Uttam kumar Boesdaya 

Verified By Supervisor's

Name (BM): Md. Mofidul Islam

EIN: 13086


Signature: 

Date: 15-06-25

Verified By Supervisor's

Name (AS): Afia Sultana

EIN: 20568

Signature: 

Date: 15.06.25