

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/46

Date:24-02-2026

Employee Information

Employee Name:	Uttom Kumar Ray	Separation Effective Date:	10-Nov-25
Employee ID:	20130	Length of Service:	2 years 0 Months 19 Days
Post Name:	Microfinance Officer	Salary paid up to:	30-Sep-25
Branch / Department:	Khilpara, Noakhali	Separation Type:	Resignation
Branch / Department Code	0525	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 2 Days
Date of joining:	22-Oct-2023	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	01-04-24	Leave without Pay (Days)	0 Days
Resignation Submission Date	8-Oct-2025	Contact Number	01710022445
Last Working Day	9-Nov-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	24,380	40	31,694
A.Total salary Dues			31,694

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

Additional Payment	Amount
Additional Salary	-
TA & DA / Field trips	5,850
Arrear	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	1,500
Security Deposit	15,000
Security Deposit Interest	1,472
SDPS	-
SDPS Interest	-
C.Total Additional Payment	23,822

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Bicycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	2,699
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashaon Rent	600
Three Days Salary Adjustment	-
D.Total Deduction	3,299
E.Total Payable / Receivable (A+B+C-D)	52,217

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	16,890	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	1,412		-
Profit on Organization Contribution	-		-
Total	18,302	Total PF Payable	-

Total Salary & Others (E)	52,217
Total Provident Fund	18,302
Total End of Service Benefit	70,519

In Words: Seventy Thousand Five Hundred Nineteen Taka Only.

Prepared By M. Rahman 24.02.26
Checked By [Signature] 24.02.26

Employee Acknowledgement

BDT 70,519 ☐ Received From/ ☐ Paid To Shakti Foundation

In Words: Seventy Thousand Five Hundred Nineteen Taka Only.

Receiver's Name:

Signature & Date:

Process and Calculation
is Audited based on
supporting documents

[Signature]
M. Ansarul Haque
Deputy General Manager
Assistant Audit Coordinator
Internal Audit & Legal Department
Shakti Foundation for Disadvantaged Women

Approved By

[Signature]
Mr. Abdul Halim
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Checked by
[Signature]