

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/557

Date:13-07-2026

Employee Information

Employee Name:	Mithun Sarkar	Separation Effective Date:	01-Sep-24
Employee ID:	20903	Length of Service:	0 years 3 Months 27 Days
Post Name:	Microfinance Officer (Probationary)	Salary paid up to:	31-Jul-24
Branch / Department:	Khalishpur Khulna	Separation Type:	Resignation
Branch / Department Code	0030	Notice Period:	01 Month
Employment Type:	Probationary	Notice Period Completed:	0 Months 12 Days
Date of joining:	5-May-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date	20-Aug-2024	Contact Number	01739182982
Last Working Day(As per Attendance)	31-Aug-2024	Payment Account :	Salary

Salary Information	Amount	Day's	Amount
Gross	18,000	31	18,000
A.Total salary Dues			18,000

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	2,000
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	17,000

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Security Deposit	15,000
Security Deposit Interest	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
One Month Salary	18,000
Abashon Rent	300
Income Tax	-
D.Total Deduction	33,300
E.Total Payable / Receivable (A+B+C-D)	1,700

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)	1,700
Total Provident Fund	
Total End of Service Benefit	1,700
One Thousand Seven Hundred only	

Prepared By [Signature] **13-07-26** **Checked By** [Signature] **14-7-26** **Reviewed By** [Signature] **20-7-26**

Employee Acknowledgement
 BDT 1,700 ☐ Received From/ ☐ Paid To Shakti Foundation
 One Thousand Seven Hundred only
[Signature] 15.07.2026

Process and Calculation is Audited based on supporting documents
[Signature] 20-7-26
 Md. Shahid Ali
 Assistant General Manager
 Assistant Audit Coordinator
 Internal Audit and Legal Department
 Shakti Foundation for Disadvantaged Women

Approved by [Signature]
 Md. Abdul Halim
 General Director &
 Head of Finance
 Shakti Foundation
 for Disadvantaged Women

Ver's Name:
 Signature & Date:

Employee Personal Bank Account Informaton

Required Information

01. Employee EIN :

20903

02. Account Holder Name:

Mithun Sarkar

03. Bank Account No:

1071260020942

04. Bank Name:

Eastern Bank Limited (EBL)

05. Bank Branch Name:

Dhaka

06. Employee Mobile No:

01739122982

07. Employee Name & Signature:

Mithun Sarkar
Mithun

Verified By Supervisor's

Name (BM): Mahibul Haqiz

EIN: 19379

Signature: *[Signature]*

Date: 31/8/24

Verified By Supervisor's

Name (AS): Md Arifur Haque

EIN: 20193

Signature: *[Signature]*

Date: 23-12-24