

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2026/145

Date:11-05-2026

Employee Information

Employee Name:	Mukul Kumar Shil	Separation Effective Date:	19-Jan-26
Employee ID:	12532	Length of Service:	7 years 4 Months 3 Days
Post Name:	Area Supervisor	Salary paid up to:	30-Nov-25
Branch / Department:	Rajshahi	Separation Type:	Resignation
Branch / Department Code	50010032	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 2 Days
Date of joining:	16-Sep-2018	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Apr-2019	Leave without Pay (Days)	0 Days
Resignation Submission Date	17-Dec-2025	Contact Number	01718750273
Last Working Day (As Per Attendance)	18-Jan-2026	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	65,050	49	102,821
A.Total salary Dues			102,821

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	26,020	7	1	182,140
B.Total Gratuity Dues				182,140

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	25,806
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	35,000
Security Deposit Interest	6,275
One Month Salary	-
C.Total Additional Payment	67,081

Deductions	Amount (\$)
Financial Misappropriation	-
Motorcycle Loan	-
Bicycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
Income Tax	834
D.Total Deduction	834
E.Total Payable / Receivable (A+B+C-D)	351,208

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	151,416	PF Loan (Principal)	-
Organization Contribution	151,416	PF Loan (Interest)	-
Profit on Employees Contribution	39,336		-
Profit on Organization Contribution	39,335		-
Total	381,503	Total PF Payable	-

Total Salary & Others (E)	351,208
Total Provident Fund	381,503
Total End of Service Benefit	732,711
In Words: Seven Lac Thirty Two Thousand Seven Hundred Eleven Taka Only	

Process and Calculation
is Audited based on
supporting documents

Prepared By 11.05.2026 Checked By 11.05.26

Reviewed By 12.5.26
Md. Shahid Ali
Assistant General Manager
Assistant Audit Coordinator
Internal Audit and Legal Department
Shakti Foundation for Disadvantaged Women

Approved By 12.5.26
Md. Abdul Halim
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT 732,711 ☐ Received From/ ☐ Paid To Shakti
In Words: Seven Lac Thirty Two Thousand Seven Hundred Eleven Taka Only.

Signature & Date:

checked by May