

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/560

Date:06-11-2025

Employee Information

Employee Name:	Sumon Biswas	Separation Effective Date:	15-Jun-25
Employee ID:	17940	Length of Service:	2 years 11 Months 27 Days
Post Name:	Senior Microfinance Officer	Salary paid up to:	30-Apr-25
Branch / Department:	Khalishpur Khulna	Separation Type:	No Longer in Service
Branch / Department Code	0030	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	01 Month
Date of joining:	19-Jun-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Oct-2022	Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01729743403
Last Working Day	14-Jun-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	26,520	45	33735
A.Total salary Dues			33,735

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	5724
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	26,520
Over Time (March & April,2025)	-
C.Total Additional Payment	32,244

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	26,520
Abashon Rent	-
Income Tax	-
D.Total Deduction	26,520
E.Total Payable / Receivable (A+B+C-D)	39,459

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	28,458	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	3,233		-
Profit on Organization Contribution	-		-
Total	31,691	Total PF Payable	-

Total Salary & Others (E)	39,459
Total Provident Fund	31,691
Total End of Service Benefit	71,150

In Words: Seventy One Thousand One Hundred Fifty Taka Only.

Prepared By *M. Rahman* 06/11/25

Checked By *06/11/25*

Reviewed By *Kamrul* 06/11/25

Kamrul Hasan
Director

M. Abdul Halim
Senior Director
Head of Finance
Shakti Foundation
for Disadvantaged Women
Approved By

Employee Acknowledgement

BDT 71,150 ☐ received From/ ☐ paid To Shakti Foundation

Receiver's Name:

Signature & Date:

In Words: Seventy One Thousand One Hundred Fifty Taka Only.

checked by
06/11/25