

**Employee Final Settlement**

Reference: Shakti/ Finance /Treasury/EFS/2026/77

Date:09-03-2026

**Employee Information**

Employee Name:	Tanmoy Chowdhury	Separation Effective Date:	19-Dec-25
Employee ID:	22588	Length of Service:	0 years 6 Months 4 Days
Post Name:	Microfinance Officer (Probationary)	Salary paid up to:	30-Nov-25
Branch / Department:	Barura Cumilla	Separation Type:	Discontinuation of Service
Branch / Department Code	0449	Notice Period:	0 Month
Employment Type:	Probationary	Notice Period Completed:	0 Month
Date of joining:	15-Jun-2025	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01875114664
Last Working Day	18-Dec-2025	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	20,000	18	11,613
<b>A.Total salary Dues</b>			<b>11,613</b>

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	-	-	-	-
<b>B.Total Gratuity Dues</b>				<b>-</b>

Additional Payment	Amount
One Month Additional Salary	-
TA & DA / Field trips	1,161
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	-
One Month Salary	-
<b>C.Total Additional Payment</b>	<b>16,161</b>

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Bicycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	300
Income Tax	-
<b>D.Total Deduction</b>	<b>300</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>27,474</b>

Provident Fund	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	-	- PF Loan (Principal)	-
Organization Contribution	-	- PF Loan (Interest)	-
Profit on Employees Contribution	-		-
Profit on Organization Contribution	-		-
<b>Total</b>		<b>Total PF Payable</b>	<b>-</b>

<b>Total Salary &amp; Others (E)</b>	<b>27,474</b>
<b>Total Provident Fund</b>	<b>-</b>
<b>Total End of Service Benefit</b>	<b>27,474</b>

In Words: Twenty Seven Thousand Four Hundred Seventy Four Taka Only.

Prepared By M Rahman 09.03.26  
Checked By [Signature] 09.03.26

Reviewed By [Signature] 09.03.26

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

<p><b>Employee Acknowledgement</b></p> <p>BDT 27,474 <input type="checkbox"/> Received From/ <input type="checkbox"/> Paid To Shakti Foundation</p> <p>In Words: Twenty Seven Thousand Four Hundred Seventy Four Taka Only.</p>	<p><b>Receiver's Name:</b></p> <p><b>Signature &amp; Date:</b></p>
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*checked by [Signature]*