

## Shakti Foundation For Disadvantaged Women

## Employee Final Settlement

Reference: Shakti/ Finance Department/Employee Final Settlement Note Issue No-2025/305

Date:13-07-2025

## Employee Information

Employee Name:	Pappu Chowdhury	Separation Effective Date:	23-May-25
Employee ID:	21828	Length of Service:	0 years 5 Months 15 Days
Post Name:	Microfinance Officer (Probationary)	Salary paid up to:	30-Apr-25
Branch / Department:	Lama Bandaran	Separation Type:	Discontinuation of Service
Branch / Department Code	60010291	Notice Period:	0 Month
Employment Type:	Probationary	Notice Period Completed:	0 Days
Date of joining:	8-Dec-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01866171462
Last Working Day	22-May-2025	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	18,000	22	12,774
A.Total salary Dues			12,774

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

Additional Payment	Amount
Security Allowance & Field Trips	-
TA & DA / Field trips	-
DSA	3,194
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	-
Security Deposit Interest	15,000
Over Time ( March & April,2025)	-
C.Total Additional Payment	18,194

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
Income Tax	300
D.Total Deduction	300
E.Total Payable / Receivable (A+B+C-D)	30,668

## 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)	30,668
Total Provident Fund	
Total End of Service Benefit	30,668
Thirty Thousand Six Hundred Sixty Eight Taka Only.	

Prepared By 13.07.25

Checked By

Kamrun Hasan

Approved By

Employee Acknowledgement

BDT 30,668

Received From/

Paid To Shakti Foundation

In Words: Thirty Thousand Six Hundred Sixty Eight Taka Only.

Signature &amp; Date:

Process and Calculation  
Is Audited based on  
supporting documents

Internal Audit and Legal Department

Shakti Foundation for Disadvantaged Women

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

checked by  
AAAD



# Employee Personal Bank Account Information

## Required Information

01. Employee EIN :

21828

02. Account Holder Name:

PAPPU CHOWDHURY

03. Bank Account No:

1071260035699

04. Bank Name:

Eastern Bank


05. Bank Branch Name:

Chandina

06. Employee Mobile No:

01866171462

07. Employee Name & Signature:

Pappu chowdhury 

## Verified By Supervisor's

Name (BM): Mr. Kamal Dasgupta

EIN: 06319

Signature: 

Date: 22/05/25

## Verified By Supervisor's

Name (AS): Mr. Anwar Khan

EIN: 00724

Signature: 

Date: 22/06/26