

**Shakti Foundation For Disadvantaged Women**  
**Employee Final Settlement**

Date:29-09-2025

Reference: Shakti/ Finance /Treasury/EFS/2025/426

Employee Information		Separation Effective Date:	03/Mar/25
Employee Name:	Sagor Chandra Kor	Length of Service:	1 years 2 Months 7 Days
Employee ID:	20462	Salary paid up to:	28-Feb-25
Post Name:	Microfinance Officer	Separation Type:	Dismiss
Branch / Department:	Patenga Chattogram	Notice Period:	0 Days
Branch / Department Code	0458	Notice Period Completed:	0 Days
Employment Type:	Permanent	Annual Leave Encashment Balance	0 Days
Date of joining:	24-Dec-2023	Leave without Pay (Days)	0 Days
Date of Confirmation:	1-Jun-2024	Contact Number	01724746382
Resignation Submission Date		Email ID :	-
Last Working Day	2-Mar-2025		

Salary Information	Amount	Day's	Amount
Gross	9,200	33	27,682
<b>A.Total salary Dues</b>			27,682

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

Additional Payment	Amount
Leave Encashment	3,833
TA & DA / Field trips for December 2024	2,000
DSA	-
Motorcycle Allowance for December 2024	1,500
Ancholik Allowance for December 2024	1,500
Shurakkha Bhata	-
Due Distance Allowance	750
Security Deposit	15,000
Security Deposit Interest	1,390
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	25,973

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	300
Abashon Rent	-
Income Tax	300
<b>D.Total Deduction</b>	53,355
<b>E.Total Payable / Receivable (A+B+C-D)</b>	

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	7,360	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	480		-
Profit on Organization Contribution	-		-
<b>Total</b>	7,840	<b>Total PF Payable</b>	-

<b>Total Salary &amp; Others (E)</b>	53,355
<b>Total Provident Fund</b>	7,840
<b>Total End of Service Benefit</b>	61,195

Sixty One Thousand One Hundred Ninety Five Taka Only.  
Prepared By: *[Signature]* 30.09.25  
Checked By: *[Signature]* 30.09.25

**Process and Calculation**  
**Is Audited based on**  
**supporting documents**

Reviewed By: *[Signature]* 30.09.25  
Director

*[Signature]*  
Md. Anup Halim  
Senior Director &  
Head of Finance  
Shakti Foundation  
for Disadvantaged Women

Employee Acknowledgement

BDT 61,195 ☐ Received From/ ☐ Paid To Shakti Foundation

In Words: Sixty One Thousand One Hundred Ninety Five Taka Only.

Internal Audit and Legal Department  
Shakti Foundation for Disadvantaged Women  
Receiver's Name: \_\_\_\_\_  
Signature & Date: \_\_\_\_\_

*checked by*  
*[Signature]*



# Employee Personal Bank Account Information

## Required Information

01. Employee EIN :

20462

02. Account Holder Name:

SAGOR CHANDRA KOR

03. Bank Account No:

2711030089506

04. Bank Name:

Dutch-Bangla Bank

05. Bank Branch Name:

Payable at any Branch

06. Employee Mobile No:

01724746382

07. Employee Name & Signature:

SAGOR CHANDRA KOR  
22.09.25

Verified By Supervisor's

Name (BM):

EIN:

Signature:

Date:

Verified By Supervisor's

Name (AS):

EIN:

Signature:

Date: