

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

Reference: Shakti/ Finance /Treasury/EFS/2025/211

Date:15-02-2026

Employee Information

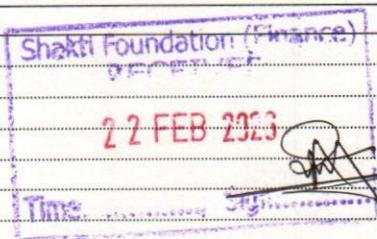
Employee Name:	Dipon Kumar Sutrodhar	Separation Effective Date:	28-Nov-25
Employee ID:	13221	Length of Service:	6 years 9 Months 25 Days
Post Name:	Senior Accountant	Salary paid up to:	30-Sep-25
Branch / Department:	Jonailbazar Natore	Separation Type:	Resignation
Branch / Department Code	0397	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 30 Days
Date of joining:	3-Feb-2019	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Aug-2019	Leave without Pay (Days)	0 Days
Resignation Submission Date	29-Oct-2025	Contact Number	01710133534
Last Working Day	27-Nov-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	30,856	58	58,626
A.Total salary Dues			58,626

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	12,342	7	1	86,394
B.Total Gratuity Dues				86,394

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	3,800
DSA	240
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	18,000
Security Deposit Interest	3,227
Over Time (March & April,2025)	-
C.Total Additional Payment	25,267

Deductions	Amount (S)
Financial Misappropriation	-
Motorecycle Loan	-
Security Deposit	-
Security Deposit Interest	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
One Month Salary	-
Abashon Rent	600
Income Tax	-
D.Total Deduction	600
E.Total Payable / Receivable (A+B+C-D)	169,687



Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	67,809	PF Loan (Principal)	38,333.00
Organization Contribution	67,809	PF Loan (Interest)	1,003.00
Profit on Employees Contribution	16,768		-
Profit on Organization Contribution	16,768		-
Total	169,154	Total PF Payable	39,336.00

Total Salary & Others (E)	169,687
Total Provident Fund	129,818
Total End of Service Benefit	299,505
Two Lakh Ninety Nine Thousand Five Hundred Five only	

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

Prepared By M. Rahman 16.02.26
Checked By [Signature] 16.02.26
Approved By [Signature]

Md. Ansarul Hoque
Deputy General Manager
Assistant Audit Coordinator
Internal Audit & Legal Department
Shakti Foundation for Disadvantaged Women

Employee Acknowledgement		Receiver's Name:
BDT 299,505	Received From/	
	Yaid To Shakti Foundation	
Two Lakh Ninety Nine Thousand Five Hundred Five only		Signature & Date:

Checked by [Signature]