

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/517

Date:16-10-2025

Employee Information

Employee Name:	Mithun Mitro	Separation Effective Date:	16-Jun-25
Employee ID:	21945	Length of Service:	0 years 5 Months 18 Days
Post Name:	Microfinance Officer (Probationary)	Salary paid up to:	30-Apr-25
Branch / Department:	Barura Cumilla	Separation Type:	Resignation
Branch / Department Code	0449	Notice Period:	0 Month
Employment Type:	Probationary	Notice Period Completed:	1 Months 1 Days
Date of joining:	29-Dec-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date	15-May-2025	Contact Number	01306491913
Last Working Day	15-Jun-2025	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	18,000	46	27,000
A.Total salary Dues			27,000

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	6750
Snacks Allowance	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	450
Over Time (March & April,2025)	-
C.Total Additional Payment	22,200

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	15,000
Security Deposit Interest	450
One Month Salary	-
Abashon Rent	600
Income Tax	-
D.Total Deduction	16,050
E.Total Payable / Receivable (A+B+C-D)	33,150

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)	33,150
Total Provident Fund	-
Total End of Service Benefit	33,150

In Words: Thirty Three Thousand One Hundred Fifty Taka Only.

Prepared By M Rahman 16.10.25
Checked By [Signature] 16.10.25

Process and Calculation
Is Audited based on
supporting documents

Reviewed By [Signature]
Internal Audit and Legal Department
Shakti Foundation for Disadvantaged Women

Approved By [Signature]
Senior Director & Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT 33,150 ☐ Received From/ ☐ Paid To Shakti Foundation

Receiver's Name:

Signature & Date:

In Words: Thirty Three Thousand One Hundred Fifty Taka Only.

checked by [Signature]