

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

Reference: Shakti/ Finance /Treasury/EFS/2026/65

Date:04-03-2026

Employee Information

Employee Name:	Sugrib Kumar	Separation Effective Date:	15-Dec-25
Employee ID:	19010	Length of Service:	3 years 1 Months 22 Days
Post Name:	Accountant	Salary paid up to:	31-Oct-25
Branch / Department:	Bissobiddaloy Rajshahi	Separation Type:	Resignation
Branch / Department Code	0060	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 2 Days
Date of joining:	23-Oct-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-May-2023	Leave without Pay (Days)	0 Days
Resignation Submission Date	13-Nov-2025	Contact Number	01738306127
Last Working Day	14-Dec-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	27,326	36	39,667
A.Total salary Dues			39,667

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

Additional Payment	Amount
One Month Additional Salary	-
TA & DA / Field trips	2,903
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	2,589
One Month Salary	-
C.Total Additional Payment	20,492

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	600
Income Tax	-
D.Total Deduction	600
E.Total Payable / Receivable (A+B+C-D)	59,559

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	30,780	PF Loan (Principal)	-
Organization Contribution	30,780	PF Loan (Interest)	-
Profit on Employees Contribution	3,508		-
Profit on Organization Contribution	3,507		-
Total	68,575	Total PF Payable	-

Total Salary & Others (E)	59,559
Total Provident Fund	68,575
Total End of Service Benefit	128,134

In Words: One Lac Twenty Eight Thousand One Hundred Thirty Four Taka Only.

Prepared By M. Rahman 04.03.26

Checked By [Signature] 04.03.26

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

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

Employee Acknowledgement

BDT 128,134 received From/ paid To Shakti Foundation

Receiver's Name:

Signature & Date:

In Words: One Lac Twenty Eight Thousand One Hundred Thirty Four Taka Only.

Checked by [Signature]