

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/522

Date:19-10-2025

Employee Information

Employee Name:	Sumitra Gain	Separation Effective Date:	31-Oct-24
Employee ID:	18253	Length of Service:	2 years 2 Months 24 Days
Post Name:	Microfinance Officer	Salary paid up to:	30-Sep-24
Branch / Department:	Rupshaghat Khulna	Separation Type:	Dismiss
Branch / Department Code	0051	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 1 Days
Date of joining:	7-Aug-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Nov-2022	Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01992521478
Last Working Day	30-Oct-2024	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross/Basic	9,200	30	8903
A.Total salary Dues			8,903

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

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

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	861
Mobile Phone Subsidy	2,399
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
Income Tax	-
D.Total Deduction	3,260
E.Total Payable / Receivable (A+B+C-D)	5,643

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	19,280	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	1,735		-
Profit on Organization Contribution	-		-
Total	(21,015)	Total PF Payable	-

Total Salary & Others (E)	5,643
Total Provident Fund	21,015
Total End of Service Benefit	26,658

In Words: Twenty Six Thousand Six Hundred Fifty Eight Taka Only.

Prepared By M. Rahman 19.10.25
Checked By [Signature] 19.10.25

Process and Calculation
is Audited based on
supporting documents

Reviewed By [Signature] 19.10.2025
Director

Approved By [Signature]
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT 26,658 ☐ Received From/ ☐ Paid To Shakti Foundation

In Words: Twenty Six Thousand Six Hundred Fifty Eight Taka Only.

Receiver's Name:

Signature & Date:

checked by [Signature]