

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/498

Date:30-10-2025

Employee Information

Employee Name:	Mst. Shriti Khatun	Separation Effective Date:	15-Sep-25
Employee ID:	18735	Length of Service:	2 years 11 Months 21 Days
Post Name:	Microfinance Officer	Salary paid up to:	31-Aug-25
Branch / Department:	Karpashdanga Chuadanga	Separation Type:	Resignation
Branch / Department Code	0476	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 1 Days
Date of joining:	25-Sep-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Mar-2023	Leave without Pay (Days)	0 Days
Resignation Submission Date	14-Sep-2025	Contact Number	01938428295
Last Working Day	14-Sep-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	25,856	14	12,066
A.Total salary Dues			12,066

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	933
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	560
Security Deposit	-
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	1,493

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
Income Tax	-
D.Total Deduction	-
E.Total Payable / Receivable (A+B+C-D)	13,559

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	28,557	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	2,461	-	-
Profit on Organization Contribution	-	-	-
Total	31,018	Total PF Payable	-

Total Salary & Others (E)	13,559
Total Provident Fund	31,018
Total End of Service Benefit	44,577

Forty Four Thousand Five Hundred Seventy Seven only

Prepared By M. Rakon 30/10/25
Checked By [Signature] 30/10/25

Reviewed By [Signature] 30/10/25
Director

Approved By [Signature]
Joint Director & Treasurer

Employee Acknowledgement		Internal Audit and Legal Department	
NETT 44,577	Received From/	Shakti Foundation For Disadvantaged Women	Receiver's Name:
Forty Four Thousand Five Hundred Seventy Seven only	Paid To Shakti Foundation	Signature & Date:	

checked by [Signature]

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

26966

02. Account Holder Name:

Mst. Shanti Khatur

03. Bank Account No:

1053589100002-

04. Bank Name:

Brae Bank

05. Bank Branch Name:

Goripur A.S.M.E - Comila

06. Employee Mobile No:

01938428293

07. Employee Name & Signature: Sreca
As mst. Shanti Khatur

Verified By Supervisor's

Name (BM):

EIN:

Signature:

Date:


13.10.25
Kishor Gain
Branch Manager
EIN: 15371
Shakti Foundation

Verified By Supervisor's

Name (AS):

EIN:

Signature:

Date: