

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/434

Date:23-09-2025

Employee Information

Employee Name:	Ujjal Ghosh	Separation Effective Date:	09/May/25
Employee ID:	19214	Length of Service:	2 years 5 Months 12 Days
Post Name:	Microfinance Officer	Salary paid up to:	31-Mar-25
Branch / Department:	Chauddagram Cumilla	Separation Type:	Resignation
Branch / Department Code	0218	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 0 Days
Date of joining:	27-Nov-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Mar-2023	Leave without Pay (Days)	0 Days
Resignation Submission Date	9-Apr-2025	Contact Number	01401960950
Last Working Day	8-May-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	26,796	38	33,711
A.Total salary Dues			33,711

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	10,161
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	3,000
Security Deposit Interest	15,000
Over Time (March & April,2025)	2,488
C.Total Additional Payment	30,649

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)	64,360

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	23,767	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	2,452		-
Profit on Organization Contribution	-		-
Total	26,219	Total PF Payable	-

Total Salary & Others (E)	64,360
Total Provident Fund	26,219
Total End of Service Benefit	90,579
Ninety Thousand Five Hundred Seventy Nine Taka Only.	

Process and Calculation
is Audited based on
supporting documents

Prepared By [Signature] 23.09.25
Checked By [Signature] 23.09.25

Reviewed By [Signature]
Director

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

Employee Acknowledgement

BDT 90,579 ☐ Received From/ ☐ Paid To Shakti Foundation

Receiver's Name:

Signature & Date:

In Words: Ninety Thousand Five Hundred Seventy Nine Taka Only.

checked by
Mob.

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

19219

02. Account Holder Name:

Ujjal Ghosh

03. Bank Account No:

1054326830007

04. Bank Name:

BRAC Bank

05. Bank Branch Name:

Jashore

06. Employee Mobile No:

01401-960950

07. Employee Name & Signature:

Ujjal Ghosh 

Verified By Supervisor's

Name (BM):

EIN: 11552

Signature:

Date:


Md. Abdur Rashid
Branch Manager
Shakti Foundation
EIN-11552


Verified By Supervisor's

Name (AS): Md. Rokanozzaman
Area Supervisor
EIN-18888

EIN: Shakti Foundation

Signature:

Date:


26.05.25