

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Date:12-01-2026

Reference: Shakti/ Finance /Treasury/EFS/2025/207

Employee Information

Employee Name:	Pilu Chandra Das	Separation Effective Date:	17-Oct-25
Employee ID:	19086	Length of Service:	2 years 11 Months 4 Days
Post Name:	Microfinance Officer	Salary paid up to:	31-Aug-25
Branch / Department:	Boardbazar Gazipur	Separation Type:	Resignation
Branch / Department Code	0371	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 0 Days
Date of joining:	13-Nov-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Feb-2023	Leave without Pay (Days)	0 Days
Resignation Submission Date	17-Sep-2025	Contact Number	01305459094
Last Working Day	16-Oct-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	24,380	46	36,963
A.Total salary Dues			36,963

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	6,823
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	2,000
Security Deposit	15,000
Security Deposit Interest	2,529
Over Time (March & April,2025)	-
C.Total Additional Payment	26,352

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Security Deposit	-
Security Deposit Interest	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
One Month Salary	-
Abashon Rent	600
Income Tax	-
D.Total Deduction	600
E.Total Payable / Receivable (A+B+C-D)	62,715

Provident Fund	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	28,350	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	2,568	-	-
Profit on Organization Contribution	-	-	-
Total	30,918	Total PF Payable	-

Total Salary & Others (E)	Process and Calculation is Audited based on supporting documents	62,715
Total Provident Fund		30,918
Total End of Service Benefit		93,633
Ninety Three Thousand Six Hundred Thirty Three only		

Employee Acknowledgement	Anisur Rahman Deputy General Manager Assistant Audit Coordinator Internal Audit & Legal Department Shakti Foundation for Disadvantaged Women	Receiver's Name: Signature & Date:
BDT 93,633 Received From/ Paid To Shakti Foundation Ninety Three Thousand Six Hundred Thirty Three only		



Approved By:
Md. Abdur Hallim
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

checked by
MSR