

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

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

Date:12-01-2026

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

Particular (S)	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)	62,715
Total Provident Fund	30,918
Total End of Service Benefit	93,633
Ninety Three Thousand Six Hundred Thirty Three only	

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

Prepared By M. Rahman 12.01.26
Checked By Anisur Rahman 12.01.26

Anisur Rahman
Deputy General Manager
Assistant Audit Coordinator
Internal Audit & Legal Department
Shakti Foundation for Disadvantaged Women

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

Employee Acknowledgement

BDT 93,633 ☐ received From/ ☐ paid To Shakti Foundation

Receiver's Name:

Signature & Date:

Ninety Three Thousand Six Hundred Thirty Three only



checked by M. Rahman