

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

Reference: Shakti/ Finance /Treasury/EFS/2026/323

Date:05-03-2026

Employee Information

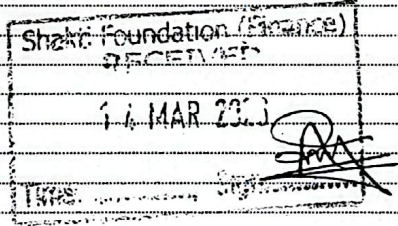
Employee Name:	Dilip Chandra Das	Separation Effective Date:	30-Jan-26
Employee ID:	22698	Length of Service:	0 years 6 Months 17 Days
Post Name:	Microfinance Officer (Probationary)	Salary paid up to:	31-Dec-25
Branch / Department:	Dulalpur, Homna	Separation Type:	Discontinuation of Service
Branch / Department Code	0621	Notice Period:	0 Month
Employment Type:	Probationary	Notice Period Completed:	0 Months 0 Days
Date of joining:	13-Jul-2025	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01309979810
Last Working Day	29-Jan-2026	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	20,000	31	20,000
A.Total salary Dues			20,000

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	1,871
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakha Bhata	-
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	16,871

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Security Deposit	-
Security Deposit Interest	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
One Month Salary	-
Abashon Rent	300
Income Tax	-
D.Total Deduction	300
E.Total Payable / Receivable (A+B+C-D)	36,571



 Shakti Foundation (Finance)
 RECEIVED
 14 MAR 2026
 [Signature]

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	-	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	-		-
Profit on Organization Contribution	-		-
Total		Total PF Payable	-

Process and Calculation
 is Audited supporting documents

Total Salary & Others (E)	36,571
Total Provident Fund	-
Total End of Service Benefit	36,571
Thirty Six Thousand Five Hundred Seventy One only	

Prepared By N. Rahman 09.03.26
 Checked By [Signature] 09.03.26
 Reviewed By [Signature] 09.03.26
 Approved By [Signature]

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

Employee Acknowledgement BDT <u>36,571</u> received From/ <input type="checkbox"/> paid To Shakti Foundation Thirty Six Thousand Five Hundred Seventy One only	Receiver's Name: Signature & Date:
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by [Signature]