

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/416

Date:22-09-2025

Employee Information

Employee Name:	Dipok Chandra Das	Separation Effective Date:	07/Oct/24
Employee ID:	20866	Length of Service:	0 years 5 Months 16 Days
Post Name:	Accountant	Salary paid up to:	31-Aug-24
Branch / Department:	Sholakia Kishoreganj	Separation Type:	Dismiss
Branch / Department Code	0139	Notice Period:	01 Month
Employment Type:	Probationary	Notice Period Completed:	9 Months 7 Days 0 days
Date of joining:	21-Apr-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01644937699
Last Working Day	6-Oct-2024	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	20,000	36	23,871
A.Total salary Dues			23,871

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	2,387
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	75
Over Time (March & April,2025)	-
C.Total Additional Payment	17,462

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	600
Income Tax	-
D.Total Deduction	600
E.Total Payable / Receivable (A+B+C-D)	40,733

Provident Fund

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	-

Total Salary & Others (E)	40,733
Total Provident Fund	-
Total End of Service Benefit	40,733

Forty Thousand Seven Hundred Thirty Three Taka Only.

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

Prepared By: *[Signature]*
22-09-25

Checked By: *[Signature]*
22-09-25

Reviewed By: *[Signature]*
22-09-25
Director

Mr. Abdul Halim
Senior Director &
Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT 40,733 ☐ Received From/ ☐ Paid To Shakti Foundation

Signature & Date:

In Words: Forty Thousand Seven Hundred Thirty Three Taka Only.

checked by
[Signature]

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

20866

02. Account Holder Name:

Dipok Chandra Das

03. Bank Account No:

1071260022493

04. Bank Name:

EBL Bank PLC.


05. Bank Branch Name:

Mirpur Branch

06. Employee Mobile No:

01644937699

07. Employee Name & Signature:

Dipok Chandra Das


Verified By Supervisor's

Name (BM):

EIN:

Signature:

Date:

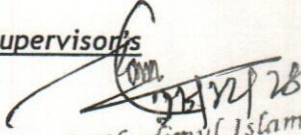
Verified By Supervisor's

Name (AS):

EIN:

Signature:

Date:


Md. Khadimul Islam
EIN-19546
Finance Supervisor
Shakti Foundation