

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/750
Employee Information

Date:29-12-2025

Employee Name:	Jadab Chandra Das	Separation Effective Date:	29-Feb-24
Employee ID:	17522	Length of Service:	1 years 11 Months 2 Days
Post Name:	Senior SME Officer	Salary paid up to:	31-Jan-24
Branch / Department:	Sadar Chandpur	Separation Type:	No longer in Service
Branch / Department Code	0118	Notice Period:	0 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months
Date of joining:	27-Mar-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Nov-2022	Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	
Last Working Day	29-Feb-2024	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	32,000	29	32,000
A.Total salary Dues			32,000

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

Additional Payment	Amount
Leave Encashment	
TA & DA / Field trips	-
DSA	3,500
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	3,500

Deductions	Amount (S)
Financial Misappropriation	11,738
Motorcycle Loan	-
Security Deposit	-
Security Deposit Interest	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	3,462
One Month Salary	2,399
Abashon Rent	32,000
Income Tax	-
D.Total Deduction	-
E.Total Payable / Receivable (A+B+C-D)	49,599
	(14,099)

Provident Fund	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	17,280	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	1,221	-	-
Profit on Organization Contribution	-	-	-
Total	18,501	Total PF Payable	-

Total Salary & Others (E)	Process and Calculation	(14,099)
Total Provident Fund	Is Audited based on	18,501
Total End of Service Benefit	supporting documents	4,402
In Words: Four Thousand Four Hundred Two Taka Only.		

Prepared By <i>M. Rahman</i> 29.12.25	Checked By <i>29.12.25</i>	Reviewed by <i>Kamrul Hasan</i> 30/12/25	Approved by <i>Md. Abdul Rehman</i> Senior Director & Head of Finance Shakti Foundation for Disadvantaged Women
Employee Acknowledgement BDT 4,402 Received From/ Paid To Shakti Foundation for Disadvantaged Women In Words: Four Thousand Four Hundred Two Taka Only.	Internal Audit and Signature & Date:	Legal Representative Name: Disadvantaged Women	

checked by
M. Rahman