

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/667

Date:25-11-2025

Employee Information

Employee Name:	Jibonanda Ray	Separation Effective Date:	19-Sep-25
Employee ID:	13650	Length of Service:	6 years 4 Months 0 Days
Post Name:	Accountant	Salary paid up to:	31-Jul-25
Branch / Department:	Joydebpur Gazipur	Separation Type:	Resignation
Branch / Department Code	0047	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 30 Days
Date of joining:	19-May-2019	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Dec-2019	Leave without Pay (Days)	0 Days
Resignation Submission Date	20-Aug-2025	Contact Number	01744781435
Last Working Day	18-Sep-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	29,322	49	46,915
A.Total salary Dues			46,915

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	11,729	6	1	70,374
B.Total Gratuity Dues				70,374

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	3,200
Savings Drive Incentive	1,500
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	1,500
Security Deposit	15,000
Security Deposit Interest	2,689
Over Time (March & April,2025)	-
C.Total Additional Payment	23,889

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)	140,578

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	58,193	PF Loan (Principal)	-
Organization Contribution	58,193	PF Loan (Interest)	-
Profit on Employees Contribution	11,190		-
Profit on Organization Contribution	11,190		-
Total	138,766	Total PF Payable	-

Total Salary & Others (E)	140,578
Total Provident Fund	138,766
Total End of Service Benefit	279,344

Two Lakh Seventy Nine Thousand Three Hundred Forty Four only

Prepared By M. Rahman 25.11.25
Checked By [Signature] 25.11.25

Process and Calculation
Is Audited based on
Supporting documents

Reviewed By [Signature] 20/11/25
Director

Approved By [Signature] 25.11.25
Md. Ismail Hossain
Joint Director &
Head of Treasury
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT 279,344 ☐ Received From/ ☐ Paid To Shakti Foundation

Receiver's Name:

Signature & Date:

Two Lakh Seventy Nine Thousand Three Hundred Forty Four only

checked by
[Signature]