

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/349

Date:17-09-2025

Employee Information

Employee Name:	Prodip Sarker	Separation Effective Date:	11/Apr/25
Employee ID:	20955	Length of Service:	0 years 10 Months 17 Days
Post Name:	Microfinance Officer	Salary paid up to:	28-Feb-25
Branch / Department:	Bagachra, Jashore	Separation Type:	Resignation
Branch / Department Code	60010512	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 30 Days
Date of joining:	25-May-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Nov-2024	Leave without Pay (Days)	0 Days
Resignation Submission Date	12-Mar-2025	Contact Number	01640368012
Last Working Day	10-Apr-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	23,000	41	30,667
A.Total salary Dues			30,667

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

Additional Payment	Amount
Eid-UL-Fitr Bonus	9,200
TA & DA / Field trips	2,468
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	993
Over Time (March & April,2025)	-
C.Total Additional Payment	27,661

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	15,000
Security Deposit Interest	993
One Month Salary	-
Abashon Rent	600
Income Tax	-
D.Total Deduction	16,593
E.Total Payable / Receivable (A+B+C-D)	41,735

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	3,680	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	189		-
Profit on Organization Contribution	-		-
Total	3,869	Total PF Payable	-

Total Salary & Others (E)	41,735
Total Provident Fund	3,869
Total End of Service Benefit	45,604
Forty Five Thousand Six Hundred Four Taka Only.	

Prepared By: *[Signature]* 17.09.25
Checked By: *[Signature]* 17.09.25

Process and Calculation
is Audited based on
supporting documents

Reviewed By: *[Signature]* 17/9/25
Director

Approved By: *[Signature]*
17.09.25

Employee Acknowledgement

BDT 45,604	<input type="checkbox"/> Received From/	<input type="checkbox"/> Paid To Shakti Foundation	Internal Audit and Legal Department Shakti Foundation For Disadvantaged Women Receiver's Name:
In Words: Forty Five Thousand Six Hundred Four Taka Only.			Signature & Date:

checked by
[Signature]

Employee Personal Bank Account Informaton

Required Information

01. Employee EIN :

20055

02. Account Holder Name:

Prodip Sanken

03. Bank Account No:

10712600022959

04. Bank Name:

Eastern Bank PLC

05. Bank Branch Name:

Dhaka Gulshan

06. Employee Mobile No:

01640-368012



Prodip Sanken

07. Employee Name & Signature:

Verified By Supervisor's

Name (BM): Mohammadullah

EIN: 03355

Signature: 


Date: 29/09/2020

Mohammadullah
Branch Manager
Shakti Foundation

Verified By Supervisor's

Name (AS): Prodip Tikader

EIN: 20861

Signature: 

Date: 24/06/20

PRODIP TIKADER
EIN-20861
Area Supervisor
SHAKTI Foundation