

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

Reference: Shakti/ Finance /Treasury/EFS/2026/19

Date:03-02-2026

**Employee Information**

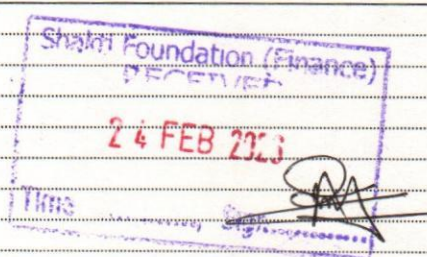
Employee Name:	Joyprakash Roy	Separation Effective Date:	12-Nov-25
Employee ID:	21220	Length of Service:	1 years 3 Months 1 Days
Post Name:	Microfinance Officer	Salary paid up to:	30-Sep-25
Branch / Department:	Sadar Nilphamari	Separation Type:	Resignation
Branch / Department Code	0229	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 30 Days
Date of joining:	11-Aug-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jan-2025	Leave without Pay (Days)	0 Days
Resignation Submission Date	13-Oct-2025	Contact Number	01767237812
Last Working Day	11-Nov-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	23,000	42	31,433
<b>A.Total salary Dues</b>			<b>31,433</b>

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	-	-	-	-
<b>B.Total Gratuity Dues</b>				<b>-</b>

Additional Payment	Amount
One Month Additional Salary	-
TA & DA / Field trips	6,150
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	759
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>21,909</b>


Deductions	Amount (S)
Financial Misappropriation	-
Motorecycle Loan	-
Security Deposit	-
Security Deposit Interest	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
One Month Salary	-
Abashon Rent	600
Income Tax	-
<b>D.Total Deduction</b>	<b>600</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>52,742</b>




Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	8,280	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	433		-
Profit on Organization Contribution	-		-
<b>Total</b>	<b>8,713</b>	<b>Total PF Payable</b>	<b>-</b>

<b>Total Salary &amp; Others (E)</b>	52,742
<b>Total Provident Fund</b>	8,713
<b>Total End of Service Benefit</b>	<b>61,455</b>
Sixty One Thousand Four Hundred Fifty Five only	

Prepared By Singh 17-02-26  
Checked By [Signature] 17-02-26

**Process and Calculation  
is Audited based on  
supporting documents**  
  
**Md. Ansarul Hoque**  
 Deputy General Manager  
 Assistant Audit & Legal Department  
 Internal Audit & Legal Department  
 Shakti Foundation for Disadvantaged Women

  
**Md. Abdur Halim**  
 Senior Director &  
 Head of Finance  
 Shakti Foundation  
 for Disadvantaged Women

Employee Acknowledgement		Receiver's Name:
BDT 61,455	Received From/	
	paid To Shakti Foundation	
Sixty One Thousand Four Hundred Fifty Five only		Signature & Date:

Checked by  
AAOV