

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/577

Date:12-11-2025

Employee Information

| | | | |
|-----------------------------|-------------------|---------------------------------|--------------------------|
| Employee Name: | Kowshik Shingha | Separation Effective Date: | 25-Aug-2025 |
| Employee ID: | 18764 | Length of Service: | 2 years 11 Months 7 Days |
| Post Name: | Senior Accountant | Salary paid up to: | 31-Jul-25 |
| Branch / Department: | Vatara Dhaka | Separation Type: | Resignation |
| Branch / Department Code | 0005 | Notice Period: | 0 Month |
| Employment Type: | Permanent | Notice Period Completed: | 0 Months 4 Days |
| Date of joining: | 18-Sep-2022 | Annual Leave Encashment Balance | 0 Days |
| Date of Confirmation: | 1-Jul-2023 | Leave without Pay (Days) | 61 Days |
| Resignation Submission Date | 21-Aug-2025 | Contact Number | 01851688457 |
| Last Working Day | 24-Aug-2025 | Email ID : | - |

| Salary Information | Amount | Day's | Amount |
|----------------------------|--------|-------|---------------|
| Gross | 29,000 | 24 | 22,452 |
| A.Total salary Dues | | | 22,452 |

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

| Additional Payment | Amount |
|-----------------------------------|---------------|
| Leave Encashment | - |
| TA & DA / Field trips | 1,548 |
| Savings Drive Incentive | 500 |
| Motor Cycle Allowance | - |
| Ancholik Allowance | - |
| Shurakkha Bhata | - |
| Distance Allowance | - |
| Security Deposit | 15,000 |
| Security Deposit Interest | 2,689 |
| One Month Salary | 32,910 |
| C.Total Additional Payment | 52,647 |

| Deductions | Amount (S) |
|---|---------------|
| Financial Misappropriation | - |
| Motorcycle Loan | - |
| Mobile Phone Handset Loan | - |
| Mobile Phone Subsidy | - |
| Security Deposit | - |
| Security Deposit Interest | - |
| One Month Salary | 29,000 |
| Abashon Rent | 300 |
| Others | - |
| D.Total Deduction | 29,300 |
| E.Total Payable / Receivable (A+B+C-D) | 45,799 |

| Provident Fund | | | |
|-------------------------------------|---------------|-------------------------|------------|
| Particular (S) | Amount (S) | Particular (S) | Amount (S) |
| Employees Contribution | 26,264 | PF Loan (Principal) | - |
| Organization Contribution | - | PF Loan (Interest) | - |
| Profit on Employees Contribution | 2,025 | | - |
| Profit on Organization Contribution | - | | - |
| Total | 28,289 | Total PF Payable | - |

| | |
|--------------------------------------|---------------|
| Total Salary & Others (E) | 45,799 |
| Total Provident Fund | 28,289 |
| Total End of Service Benefit | 74,088 |

In Words: Seventy Four Thousand Eighty Eight Taka Only.

Prepared By *Rahman* 12/11/25

Checked By *Rahman* 12/11/25

Process and Calculation
is carried based on
supporting documents
Reviewed By *Kamrul Hasan* 13/11/25

Kamrul Hasan
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BTD 74,088 ☐ Received From/ ☐ Paid To Shakti Foundation

Receiver's Name:

Signature & Date:

In Words: Seventy Four Thousand Eighty Eight Taka Only.

checked by
MDT

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

18764

02. Account Holder Name:

Kowshik Shingha

03. Bank Account No:

1053297720001

04. Bank Name:

BPAA BANK

05. Bank Branch Name:

Shakti

06. Employee Mobile No:

01851688457

Kowshik Shingha

Kowshik

21.08.2025

07. Employee Name & Signature:

Kowshik Shingha
Accountant
EIN-18764
Shakti Foundation

Verified By Supervisor's

Name (BM): ROKEBUL HASSAN

EIN:

13177

Signature:



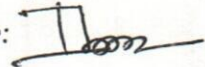
Date: 21.08.2025

Verified By Supervisor's

Name (AS): MOFI'ZUL ISLAM

EIN: 20998

Signature:



Date: 21.08.2025