

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

Reference: Shakti/ Finance /Treasury/EFS/2025/269

Date: 17-02-26

**Employee Information**

Employee Name:	Milon Chandra Sana	Separation Effective Date:	05-Dec-25
Employee ID:	21459	Length of Service:	1 years 2 Months 7 Days
Post Name:	Microfinance Officer	Salary paid up to:	31-Oct-25
Branch / Department:	Gunabati, Cumilla	Separation Type:	Resignation
Branch / Department Code	0519	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	28-Sep-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Mar-2025	Leave without Pay (Days)	0 Days
Resignation Submission Date	4-Nov-2025	Contact Number	01765957343
Last Working Day	4-Dec-2025	Payment Account :	Salary

Salary Information	Amount	Day's	Amount
Gross	23,000	34	25,968
<b>A.Total salary Dues</b>			<b>25,968</b>

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	5,081
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	2,000
Security Deposit	15,000
Security Deposit Interest	681
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>22,762</b>

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	-
<b>D.Total Deduction</b>	<b>600</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>48,130</b>

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	7,360	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	318		-
Profit on Organization Contribution	-		-
<b>Total</b>	<b>7,678</b>	<b>Total PF Payable</b>	<b>-</b>

<b>Total Salary &amp; Others (E)</b>	<b>48,130</b>
<b>Total Provident Fund</b>	<b>7,678</b>
<b>Total End of Service Benefit</b>	<b>55,808</b>
Fifty Five Thousand Eight Hundred Eight Taka Only.	

Prepared By: *Shakti* 17.02.26  
 Checked By: *[Signature]* 17.02.26  
 Approved: *[Signature]* 17.02.26

Process and Calculation  
is Audited based on  
supporting documents

*[Stamp]*  
Md. Anwarul Haque  
Deputy General Manager  
Assistant Audit & Legal Department  
Internal Audit & Legal Department  
Shakti Foundation for Disadvantaged Women

*[Stamp]*  
Md. Abdul Halim  
Senior Director &  
Head of Finance &  
Shakti Foundation for Disadvantaged Women

Employee Acknowledgement	Receiver's Name:
BDT <u>55,808</u> <input type="checkbox"/> Received From/ <input type="checkbox"/> Paid To Shakti Foundation	Signature & Date:
In Words: Fifty Five Thousand Eight Hundred Eight Taka Only.	

*Checked by [Signature]*