

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

Reference: Shakti/ Finance /Treasury/EFS/2025/270

Date: 17-02-26

Employee Information

Employee Name:	Prins Bhowmic	Separation Effective Date:	03-Jul-25
Employee ID:	20230	Length of Service:	1 years 8 Months 5 Days
Post Name:	Microfinance Officer	Salary paid up to:	31-May-25
Branch / Department:	Fatikchhari Chattogram	Separation Type:	Resignation
Branch / Department Code	0388	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	28-Oct-2023	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Apr-2024	Leave without Pay (Days)	0 Days
Resignation Submission Date	2-Jun-2025	Contact Number	01760152501
Last Working Day	2-Jul-2025	Payment Account :	Salary

Salary Information	Amount	Day's	Amount
Gross	24,840	32	25,615
A.Total salary Dues			25,615

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	2,062
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	1,547
Shurakkha Bhata	-
Due Distance Allowance	2,000
Security Deposit	15,000
Security Deposit Interest	1,472
Over Time (March & April,2025)	-
C.Total Additional Payment	22,081

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)	47,096

Shakti Foundation (Finance)
24 FEB 2025

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	13,028	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	773		-
Profit on Organization Contribution	-		-
Total	13,801	Total PF Payable	-

Total Salary & Others (E)	47,096
Total Provident Fund	13,801
Total End of Service Benefit	60,897
Sixty Thousand Eight Hundred Ninety Seven Taka Only	

**Process and Calculation
is Audited based on
supporting documents**

Prepared By: *Prins Bhowmic* 17.02.26
Checked By: *Prins Bhowmic* 17.02.26

Md. Ansarul Hoque
Assistant Manager
Internal Audit & Legal Department
Shakti Foundation for Disadvantaged Women

Approved by:
Md. Abdul Halim
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement	Receiver's Name:
BDT 60,897 <input type="checkbox"/> Received From/ <input type="checkbox"/> Paid To Shakti Foundation	Signature & Date:
In Words: Sixty Thousand Eight Hundred Ninety Seven Taka Only.	

*Checked by
AAH*