

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

Reference: Shakti/ Finance /Treasury/EFS/2025/363
Employee Information

Date:22-04-2026

Employee Name:	Liton Dutta	Separation Effective Date:	06-Nov-25
Employee ID:	9302	Length of Service:	9 years 8 Months 0 Days
Post Name:	Branch Manager	Salary paid up to:	30-Sep-25
Branch / Department:	Ramu Coxsbazar	Separation Type:	Resignation
Branch / Department Code	0267	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 0 Days
Date of joining:	6-Mar-2016	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Nov-2016	Leave without Pay (Days)	0 Days
Resignation Submission Date	6-Oct-2025	Contact Number	1868521701
Last Working Day(As per Attendance)	5-Nov-2025	Payment Account :	salary

Salary Information	Amount	Day's	Amount
Gross	42,400	36	49,467
A.Total salary Dues			49,467

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	16,960	10	1	169,600
B.Total Gratuity Dues				169,600

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	15,167
DSA	320
Motor Cycle Allowance	-
Ancholik Allowance	3,250
Shurakkha Bhata	-
Due Distance Allowance	1,500
Security Deposit	5,000
Security Deposit Interest	896
Over Time (March & April,2025)	-
C.Total Additional Payment	26,133

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	11,708
Security Deposit	-
Security Deposit Interest	-
Mobile Phone Handset Loan	6,933
Mobile Phone Subsidy	2,476
One Month Salary	-
Abashon Rent	-
Income Tax	417
D.Total Deduction	21,534
E.Total Payable / Receivable (A+B+C-D)	223,666

Shakti Foundation (Finance)
RECEIVED
28 APR 2025
[Signature]

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	96,710	PF Loan (Principal)	-
Organization Contribution	96,710	PF Loan (Interest)	-
Profit on Employees Contribution	28,913		-
Profit on Organization Contribution	28,913		-
Total	251,246	Total PF Payable	-

Total Salary & Others (E)	223,666
Total Provident Fund	251,246
Total End of Service Benefit	474,912
In Words: Four Lac Seventy Four Thousand Nine Hundred Twelve Taka Only.	

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

Prepared By *M. Rahman*
22.04.26

Checked By *M. Ahsanul Hoque*
22.4.26

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

Employee Acknowledgement
BDT 474,912 _____ received From/ _____ paid To Shakti Foundation
In Words: Four Lac Seventy Four Thousand Nine Hundred Twelve Taka Only.

Md. Ahsanul Hoque
Deputy General Manager
Assistant Audit & Legal Coordinator
Internal Audit & Legal Department
Shakti Foundation for Disadvantaged Women
Signature & Date:

*checked by
[Signature]*