

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

Reference: Shakti/ Finance /Treasury/EFS/2026/75

Date:09-03-2026

Employee Information

Employee Name:	Banasree Roy	Separation Effective Date:	09-Feb-26
Employee ID:	23680	Length of Service:	0 years 1 Months 5 Days
Post Name:	Microfinance Officer (Probationary)	Salary paid up to:	31-Jan-26
Branch / Department:	Khajurabazar Jashore	Separation Type:	Discontinuation of Service
Branch / Department Code	0399	Notice Period:	0 Month
Employment Type:	Probationary	Notice Period Completed:	0 Month
Date of joining:	4-Jan-2026	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01771440555
Last Working Day	8-Feb-2026	Email ID:	

Salary Information	Amount	Day's	Amount
Gross	18,064	8	5,714
A.Total salary Dues	20000		5,714

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

Additional Payment	Amount
One Month Additional Salary	-
TA & DA / Field trips	1,286
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	343
Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	-
One Month Salary	-
C.Total Additional Payment	16,629

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Bicycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
Income Tax	-
D.Total Deduction	-
E.Total Payable / Receivable (A+B+C-D)	22,343

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	-	PF Loan (Principal)	-
Organization Contribution	-		-
Profit on Employees Contribution	-		-
Profit on Organization Contribution	-		-
Total	-		-

Process and Calculation is Audited based on supporting documents

Total Salary & Others (E)	22,343
Total Provident Fund	-
Total End of Service Benefit	22,343

In Words: Twenty Two Thousand Three Hundred Forty Three Taka Only.

Prepared By *M. Rahman* 09.03.26

Checked By *[Signature]* 09.03.26

Reviewed *[Signature]* 09.03.26

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

<p>Employee Acknowledgement</p> <p>BDT 22,343 <input type="checkbox"/> Received From/ <input type="checkbox"/> Paid To Shakti Foundation</p> <p>In Words: Twenty Two Thousand Three Hundred Forty Three Taka Only.</p>	<p>Receiver's Name:</p> <p>Signature & Date:</p>
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Recd by
[Signature]