

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

Reference: Shakti/ Finance /Treasury/EFS/2025/642

Date:13-11-2025

**Employee Information**

Employee Name:	Suresh Das	Separation Effective Date:	07-Nov-25
Employee ID:	17263	Length of Service:	3 years 8 Months 18 Days
Post Name:	Microfinance Officer	Salary paid up to:	30-Sep-25
Branch / Department:	Purbajurain Dhaka	Separation Type:	Resignation
Branch / Department Code	0102	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	20-Feb-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Aug-2022	Leave without Pay (Days)	0 Days
Resignation Submission Date	6-Oct-2025	Contact Number	1712251652
Last Working Day	6-Nov-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	25,078	37	30,094
<b>A.Total salary Dues</b>			<b>30,094</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	5,400
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	750
Security Deposit	-
Security Deposit Interest	-
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>6,150</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>35,644</b>

**Provident Fund**

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	34,661	PF Loan (Principal)	-
Organization Contribution	34,661	PF Loan (Interest)	-
Profit on Employees Contribution	3,567		-
Profit on Organization Contribution	3,567		-
<b>Total</b>	<b>76,456</b>	<b>Total PF Payable</b>	<b>-</b>

<b>Total Salary &amp; Others (E)</b>	<b>35,644</b>
<b>Total Provident Fund</b>	<b>76,456</b>
<b>Total End of Service Benefit</b>	<b>112,100</b>
One Lac Twelve Thousand One Hundred Taka Only.	

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

Prepared By M. Rahman 13.11.25  
Checked By [Signature]

[Signature]  
Director  
Internal Audit and Legal Department  
Shakti Foundation for Disadvantaged Women

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

**Employee Acknowledgement**

BDT 112,100 ☐ Received From/ ☐ Paid To Shakti Foundation

Receiver's Name:

Signature & Date:

In Words: One Lac Twelve Thousand One Hundred Taka Only.

checked by  
AFOT