

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/460

Date:07-10-2025

Employee Information

Employee Name:	Kamal Chandra Roy	Separation Effective Date:	29/Aug/25
Employee ID:	22152	Length of Service:	0 years 6 Months 20 Days
Post Name:	Microfinance Officer (Probationary)	Salary paid up to:	31-Jul-25
Branch / Department:	Mandari Lakshmipur	Separation Type:	Discontinuation of Service
Branch / Department Code	0463	Notice Period:	0 Month
Employment Type:	Probationary	Notice Period Completed:	0 Month
Date of joining:	9-Feb-2025	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01738786088
Last Working Day	28-Aug-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	18,000	28	16,258
A.Total salary Dues			16,258

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	1,806
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	300
Over Time (March & April,2025)	-
C.Total Additional Payment	17,106

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	300
Income Tax	-
D.Total Deduction	300
E.Total Payable / Receivable (A+B+C-D)	33,064

Provident Fund

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

Total Salary & Others (E)	33,064
Total Provident Fund	-
Total End of Service Benefit	33,064
Thirty Three Thousand Sixty Four Taka Only.	

Prepared By: *[Signature]* 07.10.25
 Checked By: *[Signature]* 07.10.25
 Reviewed By: *[Signature]* 07.10.25
 Approved By: *[Signature]* 07.10.25

Employee Acknowledgement

BDT 33,064 ☐ Received From/ ☐ Paid To Shakti Foundation

In Words: Thirty Three Thousand Sixty Four Taka Only.

Internal Audit and Legal Department
 Receiver's Name:
 Signature & Date:

checked by
[Signature]

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

22152

02. Account Holder Name:

KAMAL CHANDRA ROY

03. Bank Account No:

2164211027196

04. Bank Name:

Prime Bank

05. Bank Branch Name:

Payable at any in Bangladesh,
Pallabi Branch

06. Employee Mobile No:

01738786088

07. Employee Name & Signature:

কামাল চন্দ্র রায়
28-08-25

Verified By Supervisor's

Name (BM):

EIN: 06967

Signature:

Date: 00/06/20

MD. Sumon Sikder

Verified By Supervisor's

Name (AS): MD. Shahadath Hossain

EIN: 03175

Signature:

Date:

07/07/25