

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

Reference: Shakti/ Finance /Treasury/EFS/2025/405

Date:09-09-2025

**Employee Information**

Employee Name:	Dolan Chandra Shil	Separation Effective Date:	12-Mar-25
Employee ID:	7311	Length of Service:	11 years 2 Months 6 Days
Post Name:	Senior Microfinance Officer	Salary paid up to:	31-Jan-25
Branch / Department:	Pirgonj Thakurgaon	Separation Type:	Resignation
Branch / Department Code	60010611	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 0 Days
Date of joining:	6-Jan-2014	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jan-2016	Leave without Pay (Days)	0 Days
Resignation Submission Date	12-Feb-2025	Contact Number	01302046140
Last Working Day	11-Mar-2025	Email ID :	

**Salary Information**

Gross	Amount	Day's	Amount
A.Total salary Dues	27,560	39	37,339
			37,339

**Gratuity Information**

Gratuity	Basic	Year	No. of Gratuity	Amount
B.Total Gratuity Dues	11,024	11	2	242,528
				242,528

**Additional Payment**

	Amount
Leave Encashment	4,593
TA & DA / Field trips	6,097
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	-
Security Deposit Interest	5,000
Over Time ( March & April,2025)	896
C.Total Additional Payment	16,586

**Deductions**

	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
Income Tax	600
D.Total Deduction	-
E.Total Payable / Receivable (A+B+C-D)	600
	295,853

**Provident Fund**

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	63,073	PF Loan (Principal)	-
Organization Contribution	63,073	PF Loan (Interest)	-
Profit on Employees Contribution	22,873		-
Profit on Organization Contribution	22,873		-
Total	171,892	Total PF Payable	-

**Total Salary & Others (E)**

Total Provident Fund	295,853
Total End of Service Benefit	171,892
Four Lac Sixty Seven Thousand Seven Hundred Forty Five Taka Only.	467,745

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

Md. Abdul Halim  
Senior Director  
Head of Finance  
Shakti Foundation  
for Disadvantaged Women

Prepared By 10.09.25

Checked By 10.09.25

Reviewed By 11.9.25

Approved By

**Employee Acknowledgement**

BDT 467,745 ☐ received From/ ☐ paid To Shakti Foundation

Receiver's Name:

Signature & Date:


In Words: Four Lac Sixty Seven Thousand Seven Hundred Forty Five Taka Only.

checked by  
Mst.



# Employee Personal Bank Account Information

## Required Information

01. Employee EIN : 07311
02. Account Holder Name: Sree Dolan Chandra Snij
03. Bank Account No: 20501530201489000
04. Bank Name: Islami Bank Bangladesh p.l.c
05. Bank Branch Name: Joypurhat
06. Employee Mobile No: 101302046140
07. Employee Name & Signature: Dolan Chandra Snij 

## Verified By Supervisor's

Name (BM): MD. Nuruzzaman

EIN: 16483

Signature: 

Date: 27.04.25

Md. Nuruzzaman  
Branch Manager E.I.N-16483  
Shakti Foundation, Pirgonj (0611)  
Thakurgaon.

## Verified By Supervisor's

Name (AS): Md. Safirul Islam

EIN: 13596

Signature: 

Date: 27.04.25

Md. Safirul Islam  
Area Supervisor  
Thakurgaon Area  
Shakti Foundation