

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

Reference: Shakti/ Finance /Treasury/EFS/2025/740

Date:18-12-2025

**Employee Information**

Employee Name:	Sreekanto Ghosh	Separation Effective Date:	18-Aug-25
Employee ID:	15824	Length of Service:	4 years 4 Months 5 Days
Post Name:	Microfinance Officer	Salary paid up to:	30-Jun-25
Branch / Department:	Kumarkhali Kushtia	Separation Type:	Resignation
Branch / Department Code	0145	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 2 Days
Date of joining:	13-Apr-2021	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Oct-2021	Leave without Pay (Days)	0 Days
Resignation Submission Date	16-Jul-2025	Contact Number	01734090199
Last Working Day	17-Aug-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	24,729	48	38,290
<b>A.Total salary Dues</b>			<b>38,290</b>

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	-	-	-	-
<b>B.Total Gratuity Dues</b>				<b>-</b>

Additional Payment	Amount
Additional Salary	-
TA & DA / Field trips	6,968
Arrear	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	12,000
Security Deposit Interest	2,151
<b>C.Total Additional Payment</b>	<b>21,119</b>

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	600
Income Tax	-
<b>D.Total Deduction</b>	<b>600</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>58,809</b>

**Provident Fund**

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	37,978	PF Loan (Principal)	-
Organization Contribution	37,978	PF Loan (Interest)	-
Profit on Employees Contribution	5,267		-
Profit on Organization Contribution	8,266		-
<b>Total</b>	<b>86,489</b>	<b>Total PF Payable</b>	<b>-</b>

<b>Total Salary &amp; Others (E)</b>	58,809
<b>Total Provident Fund</b>	86,489
<b>Total End of Service Benefit</b>	<b>145,298</b>

In Words: One Lac Forty Five Thousand Two Hundred Ninety Eight Taka Only.

Prepared By M. Rahman 18/12/25  
Checked By [Signature] 18/12/25

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

Reviewed By Kamrul Hasan 22/12/2025  
Director

Approved By [Signature] 22/12/25  
Md. Abdul Halim  
Senior Director &  
Head of Finance  
Shakti Foundation  
for Disadvantaged Women

**Employee Acknowledgement**

BDT 145,298 ☐ Received From/ ☐ Paid To Shakti Foundation

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

In Words: One Lac Forty Five Thousand Two Hundred Ninety Eight Taka Only.

checked by  
[Signature]