

**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
A.Total salary Dues			38,290

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

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

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	-
D.Total Deduction	600
E.Total Payable / Receivable (A+B+C-D)	58,809

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	5,266		-
Total	86,489	Total PF Payable	-

Total Salary & Others (E)

Total Provident Fund

Total End of Service Benefit

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

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

Prepared By 18-12-25

Checked By

Reviewed By 22/12/2025

Director

Approved By

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

Employee Acknowledgement

BDT 145,298

Received From

Paid To Shakti Foundation

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

Internal Audit and Legal Department

Receiver's Name: Md. Md. Md. Md.

Signature & Date: