

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

Reference: Shakti/ Finance /Treasury/EFS/2026/90

Date:14-03-2026

Employee Information

Employee Name:	Sumon Sardar	Separation Effective Date:	03-Sep-25
Employee ID:	21437	Length of Service:	0 years 11 Months 6 Days
Post Name:	Microfinance Officer	Salary paid up to:	31-Jul-25
Branch / Department:	Bheramara Kushutia	Separation Type:	Resignation
Branch / Department Code	0455	Notice Period:	0 1 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 30 Days
Date of joining:	28-Sep-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Mar-2025	Leave without Pay (Days)	0 Days
Resignation Submission Date	4-Aug-2025	Contact Number	01640423203
Last Working Day	2-Sep-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	23,000	33	24,533
A.Total salary Dues			24,533

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

Additional Payment	Amount
Due Salary (November,2025) (7 days)	-
TA & DA / Field trips	2,133
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	1,600
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	681
One Month Salary	-
C.Total Additional Payment	19,414

Deductions	Amount (S)
Financial Misappropriation	-
Motorecycle Loan	-
Bicycle Loan	-
Mobile Phone Handset Loan	14,866
Mobile Phone Subsidy	699
Security Deposit	15,000
Security Deposit Interest	681
One Month Salary	-
Abashaon Rent	-
Income Tax	600
D.Total Deduction	31,846
E.Total Payable / Receivable (A+B+C-D)	12,101

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	4,600	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	257		-
Profit on Organization Contribution	-		-
Total	4,857	Total PF Payable	-

Total Salary & Others (E)	12,101
Total Provident Fund	4,857
Total End of Service Benefit	16,958
In Words: Sixteen Thousand Nine Hundred Fifty Eight Taka Only.	

Process and Calculation
is Audited based on
supporting documents

Prepared By M Rahman
14.03.26

Checked By [Signature]
14.03.26

Reviewed By [Signature]
14.03.26

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

Employee Acknowledgement		Receiver's Name:
BDT 16,958	Received From/	Signature & Date:
In Words: Sixteen Thousand Nine Hundred Fifty Eight Taka Only.		

checked by
[Signature]

Employee Personal Bank Account Informaton

Required Information

01. Employee EIN :

21437

02. Account Holder Name:

SUMON SARDAR

03. Bank Account No:

2012314394651

04. Bank Name:

Dutch Bangla Bank (DBBL) Agent

05. Bank Branch Name:

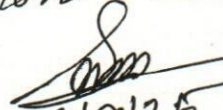
Satkhira.

06. Employee Mobile No:

01640-423203

07. Employee Name & Signature:


Sumon Sardar


2/9/25

Verified By Supervisor's

Name (BM):

EIN:

Signature: 

Date: 2/9/25

Verified By Supervisor's

Name (AS):

EIN:

Signature:

Date: