

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

Reference: Shakti/ Finance /Treasury/EFS/2025/250

Date:07-02-2026

**Employee Information**


Employee Name:	Chayan Kumar Ghosh	Separation Effective Date:	04-Sep-25
Employee ID:	20900	Length of Service:	1 years 3 Months 30 Days
Post Name:	Microfinance Officer	Salary paid up to:	31-Jul-25
Branch / Department:	Gobindganj, Chhatak	Separation Type:	Resignation
Branch / Department Code	0570	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 0 Days
Date of joining:	5-May-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Oct-2024	Leave without Pay (Days)	0 Days
Resignation Submission Date	4-Aug-2025	Contact Number	01568989901
Last Working Day	3-Sep-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	23,000	34	25,300
<b>A.Total salary Dues</b>			<b>25,300</b>

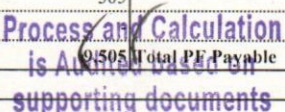
Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	-	-	-	-
<b>B.Total Gratuity Dues</b>				<b>-</b>

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	2,200
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	1,650
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	913
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>19,763</b>

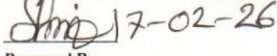
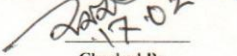
Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Security Deposit	-
Security Deposit Interest	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
One Month Salary	-
Abashon Rent	600
Income Tax	-
<b>D.Total Deduction</b>	<b>600</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>44,463</b>


  
 Shakti Foundation (Finance)  
 24 FEB 2026  
 Time

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	9,200	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	305		-
Profit on Organization Contribution	-		-
<b>Total</b>	<b>9,505</b>	<b>Total PF Payable</b>	<b>-</b>


  
 Process and Calculation  
 is Audited based on  
 supporting documents

<b>Total Salary &amp; Others (E)</b>	44,463
<b>Total Provident Fund</b>	9,505
<b>Total End of Service Benefit</b>	<b>53,968</b>
Fifty Three Thousand Nine Hundred Sixty Eight only	

Prepared By:  17-02-26  
 Checked By:  17-02-26  
 Approved By:  17-02-26

**Md. Ansarul Hoque**  
 Deputy General Manager  
 Assistant Audit Coordinator  
 Internal Audit & Legal Department  
 Shakti Foundation for Disadvantaged Women

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

Employee Acknowledgement	Receiver's Name:
BDT 53,968 <input type="checkbox"/> received From/ <input type="checkbox"/> paid To Shakti Foundation	Signature & Date:
Fifty Three Thousand Nine Hundred Sixty Eight only	


  
 Checked by  
 AAT