

Shakti Foundation For Disadvantaged Women

Employee Final Settlement

Reference: Shakti/ Finance Department/Employee Final Settlement Note Issue No-2025/252

Date:16-06-2025

Employee Information

Employee Name:	Subrato Kumar Ghosh	Separation Effective Date:	04-Mar-25
Employee ID:	19441	Length of Service:	1 years 11 Months 27 Days
Post Name:	Accountant	Salary paid up to:	31-Jan-25
Branch / Department:	Ashulia Dhaka SME	Separation Type:	Resignation
Branch / Department Code	60010497	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 2 Days
Date of joining:	5-Mar-2023	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Sep-2023	Leave without Pay (Days)	0 Days
Resignation Submission Date	2-Feb-2025	Contact Number	01853663911
Last Working Day	3-Mar-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	26,818	31	29,413
A.Total salary Dues			29,413

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

Additional Payment	Amount
Security Allowance & Field Trips	-
Base Allowance / Field trips	2,194
DSA	-
Motor Cycle Allowance	-
Big branch Allowance	3,000
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	1,261
Over Time (March & April,2025)	-
C.Total Additional Payment	21,455

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
Others	-
D.Total Deduction	-
E.Total Payable / Receivable (A+B+C-D)	50,868

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	17,203	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	814		-
Profit on Organization Contribution	-		-
Total	18,017	Total PF Payable	-

Total Salary & Others (E)	50,868
Total Provident Fund	18,017
Total End of Service Benefit	68,885
Sixty Eight Thousand Eight Hundred Eighty Five Taka Only	

Prepared By M. Rahman 16.06.2025
Checked By [Signature] 16.06.2025

Process and Calculation
is Audited based on
supporting documents

Reviewed By [Signature] 17/06/2025
Director

Approved By [Signature] 17/06/2025
Head of Finance & Accounts
Shakti Foundation For Disadvantaged Women

Employee Acknowledgement	Internal Audit and Legal Department Shakti Foundation For Disadvantaged Women	Signature & Date:
BDT 68,885 <input type="checkbox"/> received From/ <input type="checkbox"/> paid To Shakti Foundation		
In Words: Sixty Eight Thousand Eight Hundred Eighty Five Taka Only.		

checked by [Signature]

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

19441

02. Account Holder Name:

Subrato Kumar Ghosh

03. Bank Account No:

24139063401

04. Bank Name:

Standard Chartered Bank

05. Bank Branch Name:

Gulshan Branch.

06. Employee Mobile No:


01853663911

07. Employee Name & Signature: Subrato Kumar Ghosh. Subrato

Verified By Supervisor's

Name (BM): MD. ELIAS HOSSAIN

EIN: 15449


Signature: 

Date: 10.03.25

Verified By Supervisor's

Name (AS): MD. ELIAS HOSSAIN

EIN: 19447

Signature: 

Date: 13.03.25