

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

Reference: Shakti/ Finance /Treasury/EFS/2026/107  
Employee Information

Date:05-04-2026

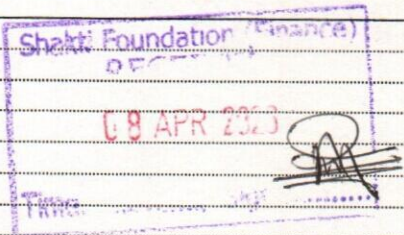
Employee Name:	Sree Miton Sutradhar	Separation Effective Date:	19-Feb-26
Employee ID:	23227	Length of Service:	0 years 4 Months 0 Days
Post Name:	Microfinance Officer (Probationary)	Salary paid up to:	31-Jan-26
Branch / Department:	Chhatak Sunamganj	Separation Type:	Discontinuation of Service
Branch / Department Code	0204	Notice Period:	0 Month
Employment Type:	Probationary	Notice Period Completed:	0 Month
Date of joining:	19-Oct-2025	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01603174618
Last Working Day (As Per Attendance)	18-Feb-2026	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	20,000	18	12,857
<b>A.Total salary Dues</b>			<b>12,857</b>

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	1,286
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	964
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	-
Other Allowance	-
<b>C.Total Additional Payment</b>	<b>17,250</b>

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Bicycle Loan	-
Mobile Phone Handset Loan	19,224
Mobile Phone Subsidy	1,373
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashaon Rent	300
Income Tax	-
<b>D.Total Deduction</b>	<b>20,897</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>9,210</b>



  
 Shakti Foundation Finance  
 08 APR 2026


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

Total Salary & Others (E)	9,210
Total Provident Fund	-
Total End of Service Benefit	9,210
In Words: Nine Thousand Two Hundred Ten Taka Only	

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

Prepared By M. Rahman 05/04/26  
Checked By [Signature] 05/04/26

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

  
 Md. Akbarul Kabir  
 Head of Finance  
 Shakti Foundation  
 for Disadvantaged Women

Employee Acknowledgement	
BDT 9,210	Received From/ Paid To Shakti Foundation
In Words: Nine Thousand Two Hundred Ten Taka Only.	
Signature & Date:	

Checked by [Signature]

# Employee Personal Bank Account Informaton

## Required Information

01. Employee EIN :

23229

02. Account Holder Name:

SHREE MILTON SUTRADHAR

03. Bank Account No:

2141211018730

04. Bank Name:

Prime bank LTD

05. Bank Branch Name:

Poantapath

06. Employee Mobile No:

91603174618

07. Employee Name & Signature:

Shree Milton Sutradhar.



Verified By Supervisor's

Name (BM): Md. Emranul Hossain

EIN: 12512

Signature: 

Date: 18.02.26

Verified By Supervisor's

Name (AS): Sonatan Ch Ghosh

EIN: 04019

Signature: 

Date: 23.02.26