

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

Reference: Shakti/ Finance /Treasury/EFS/2025/278

Date: 17-02-26

**Employee Information**


|                             |                                    |                                 |                         |
|-----------------------------|------------------------------------|---------------------------------|-------------------------|
| Employee Name:              | Shamol Chandra Mollik              | Separation Effective Date:      | 10-Nov-25               |
| Employee ID:                | 22465                              | Length of Service:              | 0 years 6 Months 6 Days |
| Post Name:                  | Microfinance Officer(probationary) | Salary paid up to:              | 30-Sep-25               |
| Branch / Department:        | Vatara Dhaka                       | Separation Type:                | Resignation             |
| Branch / Department Code    | 0005                               | Notice Period:                  | 01 Month                |
| Employment Type:            | Probationary                       | Notice Period Completed:        | 1 Months 1 Days         |
| Date of joining:            | 4-May-2025                         | Annual Leave Encashment Balance | 0 Days                  |
| Date of Confirmation:       |                                    | Leave without Pay (Days)        | 0 Days                  |
| Resignation Submission Date | 9-Oct-2025                         | Contact Number                  |                         |
| Last Working Day            | 9-Nov-2025                         | Payment Account :               | Salary                  |

| Salary Information         | Amount | Day's | Amount        |
|----------------------------|--------|-------|---------------|
| Gross                      | 18,000 | 40    | 23,400        |
| <b>A.Total salary Dues</b> |        |       | <b>23,400</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             | 2,600         |
| DSA                               | -             |
| Motor Cycle Allowance             | -             |
| Ancholik Allowance                | -             |
| Shurakkha Bhata                   | -             |
| Due Distance Allowance            | -             |
| Security Deposit                  | 15,000        |
| Security Deposit Interest         | 150           |
| Over Time ( March & April,2025)   | -             |
| <b>C.Total Additional Payment</b> | <b>17,750</b> |

| Deductions                                    | Amount (S)    |
|---|---------------|
| Financial Misappropriation                    | -             |
| Motorcycle Loan                               | -             |
| Mobile Phone Handset Loan                     | -             |
| Mobile Phone Subsidy                          | -             |
| Security Deposit                              | 15,000        |
| Security Deposit Interest                     | 150           |
| One Month Salary                              | 600           |
| Abashon Rent                                  | -             |
| Income Tax                                    | -             |
| <b>D.Total Deduction</b>                      | <b>15,750</b> |
| <b>E.Total Payable / Receivable (A+B+C-D)</b> | <b>25,400</b> |



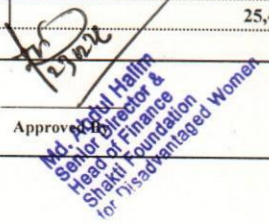
| Provident Fund                      |            | Amount (S)              |            |
|-------------------------------------|------------|-------------------------|------------|
| Particular (S)                      | Amount (S) | Particular (S)          | Amount (S) |
| Employees Contribution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

Process and Calculation is Audited based on supporting documents

|  |               |
|--|---------------|
| Total Salary & Others (E)                    | 25,400        |
| Total Provident Fund                         | -             |
| <b>Total End of Service Benefit</b>          | <b>25,400</b> |
| Twenty Five Thousand Four Hundred Taka Only. |               |

Prepared By: Shamol Mollik 17-02-26  
Checked By: [Signature] 17-02-26





| Employee Acknowledgement                               |  | Receiver's Name:  |
|--|--|-------------------|
| BDT 25,400   | <input type="checkbox"/> Received From/ <input type="checkbox"/> Paid To Shakti Foundation |                   |
| In Words: Twenty Five Thousand Four Hundred Taka Only. |  | Signature & Date: |

Checked by: [Signature]