

## Shakti Foundation For Disadvantaged Women

## Employee Final Settlement

Reference: Shakti/ Finance Department/Employee Final Settlement Note Issue No-2025/221

Date:29-05-2025

## Employee Information

Employee Name:	Lincon Das	Separation Effective Date:	05-Jul-24
Employee ID:	16621	Length of Service:	2 years 8 Months 11 Days
Post Name:	Micro Finance Officer	Salary paid up to:	31-May-24
Branch / Department:	Chakaria Cox's bazar	Separation Type:	Resignation
Branch / Department Code	60010149	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 0 Days
Date of joining:	24-Oct-2021	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Feb-2022	Leave without Pay (Days)	0 Days
Resignation Submission Date	5-Jun-2024	Contact Number	01828570146
Last Working Day	4-Jul-2024	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	24,080	34	27,187
<b>A.Total salary Dues</b>			<b>27,187</b>

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

Additional Payment	Amount
Security Allowance & Field Trips	-
Base Allowance / Field trips	2,258
DSA	-
Motor Cycle Allowance	1,694
Ancholik Allowance	1,694
Shurakkha Bhata	-
Distance Allowance	750
Security Deposit	-
Security Deposit Interest	-
Other Allowance	-
<b>C.Total Additional Payment</b>	<b>6,396</b>

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
DSA Allowance	-
<b>D.Total Deduction</b>	<b>-</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>33,583</b>

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	22,678	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	1,772		-
Profit on Organization Contribution	-		-
<b>Total</b>	<b>-</b>		<b>-</b>

<b>Total Salary &amp; Others (E)</b>	<b>33,583</b>
<b>Total Provident Fund</b>	<b>24,450</b>
<b>Total End of Service Benefit</b>	<b>58,033</b>

In Words: Fifty Eight Thousand Thirty Three Taka Only.

Prepared By <i>H. Rahman</i> 29.05.25	Checked By <i>[Signature]</i> 29.05.25	Reviewed By <i>[Signature]</i> Director	Approved By <i>[Signature]</i> Head of Finance
Employee Acknowledgement		Internal Audit and Legal Department Shakti Foundation for Disadvantaged Women	
BDT 58,033 <input type="checkbox"/> Received From/ <input type="checkbox"/> Paid To Shakti Foundation		Signature & Date:	
In Words: Fifty Eight Thousand Thirty Three Taka Only.			

Process and Calculation  
Is Audited based on  
supporting documents

checked by  
*[Signature]*



# Employee Personal Bank Account Information

## Required Information

01. Employee EIN :

16621

02. Account Holder Name:

Linkon Das

03. Bank Account No:

08034021438

04. Bank Name:

Standard Bank PLC.

05. Bank Branch Name:

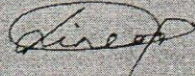
Gunagari

06. Employee Mobile No:

01828570146 , 01690041187

07. Employee Name & Signature:

Linkon Das



Verified By Supervisor's

Name (BM): MD. Ramzan Ali

EIN: 07239

Signature:



Date:

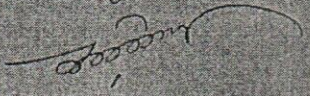
MD. Ramzan Ali  
Branch Manager  
SHAKTI FOUNDATION

Verified By Supervisor's

Name (AS): MD. Anwar Karim

EIN: 01916

Signature:



Date:

MD. Anwar Karim  
EIN: 01916  
Area Supervisor  
Shakti Foundation  
Chakara Area