

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

Reference: Shakti/ Finance /Treasury/EFS/2025/674

Date:29-11-2025

**Employee Information**

Employee Name:	Shatabdi Sharma	Separation Effective Date:	30-Oct-25
Employee ID:	14572	Length of Service:	5 years 9 Months 14 Days
Post Name:	Assistant General Manager	Salary paid up to:	30-Sep-25
Branch / Department:	IT Department	Separation Type:	Resignation
Branch / Department Code	20000005	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 0 Days
Date of joining:	16-Jan-2020	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jan-2022	Leave without Pay (Days)	0 Days
Resignation Submission Date	30-Sep-2025	Contact Number	01735721902
Last Working Day	29-Oct-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	74,200	29	69,413
<b>A.Total salary Dues</b>			<b>69,413</b>

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	29,680	6	1	178,080
<b>B.Total Gratuity Dues</b>				<b>178,080</b>

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	-
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	2,323
Due Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>2,323</b>

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
Meal Subsidy	935
Abashon Rent	-
Income Tax	417
<b>D.Total Deduction</b>	<b>1,352</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>248,464</b>

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	116,040	PF Loan (Principal)	-
Organization Contribution	116,040	PF Loan (Interest)	-
Profit on Employees Contribution	14,082		-
Profit on Organization Contribution	14,082		-
<b>Total</b>	<b>260,244</b>	<b>Total PF Payable</b>	<b>-</b>

<b>Total Salary &amp; Others (E)</b>	248,464
<b>Total Provident Fund</b>	260,244
<b>Total End of Service Benefit</b>	<b>508,708</b>
Five Lac Eight Thousand Seven Hundred Eight Taka Only.	

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

<p><i>[Signature]</i> 29-11-25 Prepared By</p> <p><i>[Signature]</i> 29-11-25 Checked By</p>	<p><i>[Signature]</i> 30/11/2025 Reviewed By</p> <p><i>[Signature]</i> 29-11-25 Approved By</p>
<p align="center"><b>Employee Acknowledgement</b></p> <p>BDT <u>508,708</u> <input type="checkbox"/> Received From/ <input type="checkbox"/> Paid To Shakti Foundation</p> <p>In Words: Five Lac Eight Thousand Seven Hundred Eight Taka Only.</p>	
<p align="center">Director <b>Receiver's Name:</b> Signature &amp; Date:</p>	

*[Signature]*  
Joint Director &  
Head of Treasury  
Shakti Foundation  
for Disadvantaged Women

*checked by*  
*[Signature]*