

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

Reference: Shakti/ Finance /Treasury/EFS/2025/563

Date:05-11-2025

**Employee Information**

Employee Name:	Fabel Chandra Sheel	Separation Effective Date:	05-Jun-24
Employee ID:	20453	Length of Service:	0 years 5 Months 12 Days
Post Name:	Microfinance Officer (Probationary)	Salary paid up to:	31-05-24
Branch / Department:	Lemua, Feni	Separation Type:	Resignation
Branch / Department Code	0567	Notice Period:	01 Month
Employment Type:	Probationary	Notice Period Completed:	0 Months 1 Days
Date of joining:	24-Dec-23	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date	04-Jun-24	Contact Number	01798249198
Last Working Day	04-Jun-24	Email ID :	0

Salary Information	Amount	Day's	Amount
Gross	18,000	4	2,400
<b>A.Total salary Dues</b>			<b>2,400</b>

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

Additional Payment	Amount
Leave Encashment	-
Base Allowance / Field trips	267
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Protection Allowance	-
Distance Allowance	-
Security Deposit	15000
Security Deposit Interest	-
Salary	20,000
<b>C.Total Additional Payment</b>	<b>35,267</b>

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	15000
Security Deposit Interest	-
One Month Salary	18,000
Abashaon Rent	300
Others	-
<b>D.Total Deduction</b>	<b>33,300</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>4,367</b>

**Provident Fund**

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)	4,367
Total Provident Fund	-
Total End of Service Benefit	4,367
In Words: Four Thousand Three Hundred Sixty Seven Taka Only.	

Prepared By M. Rahman 05/11/25  
Checked By Md. Asim Hossain 05/11/25

Reviewed By Kamrul Hasan 05/11/25  
Director

Approved By Md. Asim Hossain  
Senior Director & Head of Finance  
Shakti Foundation for Disadvantaged Women

Employee Acknowledgement

BDT 4,367 ☐ Received From/ ☐ To Shakti Foundation

In Words: Four Thousand Three Hundred Sixty Seven Taka Only.

Receiver's Name: \_\_\_\_\_  
Signature & Date: \_\_\_\_\_

checked by  
MD