

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

Reference: Shakti/ Finance /Treasury/EFS/2026/321

Date:09-03-2026

Employee Information

Employee Name:	Suvendu Kumar Sarker	Separation Effective Date:	08-Aug-25
Employee ID:	16021	Length of Service:	4 years 2 Months 14 Days
Post Name:	Branch Manager	Salary paid up to:	30-Jun-25
Branch / Department:	Bonpara Natore	Separation Type:	Resignation
Branch / Department Code	0337	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 5 Days
Date of joining:	25-May-2021	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Dec-2021	Leave without Pay (Days)	0 Days
Resignation Submission Date	3-Aug-2025	Contact Number	01917233435
Last Working Day	7-Aug-2025	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	41,212	38	50,518
A.Total salary Dues			50,518

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	-	-	-	-
B.Total Gratuity Dues				

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	8,581
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	750
Security Deposit	-
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	9,331

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Security Deposit	-
Security Deposit Interest	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
One Month Salary	41,212
Abashon Rent	-
Income Tax	428
D.Total Deduction	41,640
E.Total Payable / Receivable (A+B+C-D)	18,209

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	62,735	PF Loan (Principal)	-
Organization Contribution	62,735	PF Loan (Interest)	-
Profit on Employees Contribution	8,504		-
Profit on Organization Contribution	8,504		-
Total			

Total Salary & Others (E)	18,209
Total Provident Fund	142,478
Total End of Service Benefit	160,687
One Lakh Sixty Thousand Six Hundred Eighty Seven only	

Prepared By M. Rahman
09-03-26

Checked By [Signature]
09-03-26

Reviewed By [Signature]
14-03-26

Approved By [Signature]
Md. Abdul Karim
Senior Director &
Head of Finance &
Shakti Foundation
for Disadvantaged Women

Process of Gratification
is Audited based on
supporting documents

Employee Acknowledgement

BDT 160,687 Received From/ Paid To Shakti Foundation

One Lakh Sixty Thousand Six Hundred Eighty Seven only

Receiver's Name:

Signature & Date:

checked by [Signature]