

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

Date: 15-12-25

Reference: Shakti/ Finance /Treasury/EFS/2025/682

**Employee Information**

Employee Name:	Prasanta Majumder	Separation Effective Date:	06-Oct-25
Employee ID:	14493	Length of Service:	5 years 9 Months 21 Days
Post Name:	Senior Microfinance Officer	Salary paid up to:	31-Aug-25
Branch / Department:	Raozan-Pahartali Chattogram	Separation Type:	Resignation
Branch / Department Code	0273	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 3 Days
Date of joining:	15-Dec-2019	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jul-2020	Leave without Pay (Days)	0 Days
Resignation Submission Date	3-Sep-2025	Contact Number	01865687078
Last Working Day	5-Oct-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	27,560	35	32,005
<b>A.Total salary Dues</b>			<b>32,005</b>

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	11,024	6	1	66,144
<b>B.Total Gratuity Dues</b>				<b>66,144</b>

Additional Payment	Amount
Durga Puja Bonus	11,024
TA & DA / Field trips	5,226
DSA	-
Motor Cycle Allowance	1,742
Ancholik Allowance	-
Shurakha Bhata	-
Due Distance Allowance	-
Security Deposit	12,000
Security Deposit Interest	2,151
Over Time ( March & April,2025)	32,143
<b>C.Total Additional Payment</b>	<b>32,143</b>

Deductions	Amount (\$)
Financial Misappropriation	-
Motorcycle Loan	4,535
Mobile Phone Handset Loan	2,204
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	600
Abashon Rent	-
Income Tax	7,339
<b>D.Total Deduction</b>	<b>122,953</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	

**Provident Fund**

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	49,902	PF Loan (Principal)	-
Organization Contribution	49,902	PF Loan (Interest)	-
Profit on Employees Contribution	8,208	-	-
Profit on Organization Contribution	8,208	-	-
<b>Total</b>	<b>116,220</b>	<b>Total PF Payable</b>	<b>-</b>

**Total Salary & Others (E)**

**Total Provident Fund**

**Total End of Service Benefit**

Two Lac Thirty Nine Thousand One Hundred Seventy Three Taka Only.

**Process and Calculation**

is Audited based on

Supporting documents

Employee Acknowledgement

BDT 239,173

Received From:

Paid To Shakti Foundation

In Words: Two Lac Thirty Nine Thousand One Hundred Seventy Three Taka Only.

and Legal Department

Shakti Foundation For Disadvantaged Women

Receiver's Name:

Signature & Date:

Md. Abdul Halim  
Senior Auditor &  
Head of Finance

Shakti Foundation  
for Disadvantaged Women

Shakti Foundation  
for Disadvantaged Women

checked by  
AHT