

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

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

Date: 15-12-25

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
A.Total salary Dues			32,005

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

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

Deductions	Amount (S)
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	-
D.Total Deduction	7,339
E.Total Payable / Receivable (A+B+C-D)	122,953

Provident Fund	Amount (S)	Particular (S)	Amount (S)
Particular (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		-
Total	116,220	Total PF Payable	-

Total Salary & Others (E)	122,953
Total Provident Fund	116,220
Total End of Service Benefit	239,173
Two Lac Thirty Nine Thousand One Hundred Seventy Three Taka Only.	

Prepared By 15.12.25

Checked By 15.12.25

Reviewed By 15/12/2025

Director

Employee Acknowledgement

IBDT 239,173 ☐ Received From: ☐ Paid To Shakti Foundation

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

Receiver's Name:

Signature & Date:

Md. Abul Halim
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Checked by
Aby