

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

Date:10-03-2026

Reference: Shakti/ Finance /Treasury/EFS/2025/328

Employee Information		Separation Effective Date:	30-Jan-26
Employee Name:	Avijit Sen	Length of Service:	0 years 5 Months 27 Days
Employee ID:	22837	Salary paid up to:	31-Dec-25
Post Name:	Microfinance Officer (Probationary)	Separation Type:	Discontinuation of Service
Branch / Department:	Chakaria Coxs bazar	Notice Period:	01 Month
Branch / Department Code	0149	Notice Period Completed:	0 Months 30 Days
Employment Type:	Probationary	Annual Leave Encashment Balance	0 Days
Date of joining:	3-Aug-2025	Leave without Pay (Days)	0 Days
Date of Confirmation:		Contact Number	01830315051
Resignation Submission Date		Payment Account :	salary
Last Working Day	29-Jan-2026		

Salary Information	Amount	Day's	Amount
Gross	20,000	29	18,710
A.Total salary Dues			18,710

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

Additional Payment	Amount
Leave Encashment	1,871
TA & DA / Field trips	-
DSA	-
Motor Cycle Allowance	1,403
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	15,000
Security Deposit	-
Security Deposit Interest	-
Over Time (March & April,2025)	18,274
C.Total Additional Payment	

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Security Deposit	-
Security Deposit Interest	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
One Month Salary	300
Abashon Rent	-
Income Tax	300
D.Total Deduction	36,684
E.Total Payable / Receivable (A+B+C-D)	

Shakti Foundation (Finance)
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15 MAR 2026
[Signature]

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	-		-
Total			

Process and Calculation
is supported based on
supporting documents

Total Salary & Others (E)	36,684
Total Provident Fund	
Total End of Service Benefit	36,684

In Words: Thirty Six Thousand Six Hundred Eighty Four Taka Only.

Prepared By *M. Rahman*
10.03.2026

Checked By

Reviewed By

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

Employee Acknowledgement	Receiver's Name:
BDT 36,684 <input type="checkbox"/> Received From/ <input type="checkbox"/> Paid To Shakti Foundation	Signature & Date:
In Words: Thirty Six Thousand Six Hundred Eighty Four Taka Only.	

Checked by
[Signature]