

Reference: Shakti/ Finance /Treasury/EFS/2025/357

Employee Information		Separation Effective Date: 23-Dec-25	
Employee Name:	Shamol, Chandra. Ray	Length of Service:	1 years 11 Months 27 Days
Employee ID:	20489	Salary paid up to:	30-Nov-25
Post Name:	Accountant	Separation Type:	Resignation
Branch / Department:	Mongolbari Naogaon	Notice Period:	01 Month
Branch / Department Code	0410	Notice Period Completed:	1 Months 0 Days
Employment Type:	Permanent	Annual Leave Encashment Balance	0 Days
Date of joining:	26-Dec-2023	Leave without Pay (Days)	0 Days
Date of Confirmation:	1-Jul-2024	Contact Number	01710265247
Resignation Submission Date	23-Nov-2025	Payment Account :	
Last Working Day(As per Attendance)	22-Dec-2025		

Salary Information	Amount	Day's	Amount
Gross	27,456	22	19,485
<b>A.Total salary Dues</b>			<b>19,485</b>

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

Additional Payment	Amount
Leave Encashment	1,774
TA & DA / Field trips	-
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	15,000
Security Deposit	450
Security Deposit Interest	-
Over Time ( March & April,2025)	17,224
<b>C.Total Additional Payment</b>	<b>17,224</b>

Deductions	Amount (S)
Financial Misappropriation	-
Motorecycle Loan	-
Security Deposit	-
Security Deposit Interest	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
One Month Salary	300
Abashon Rent	-
Income Tax	300
<b>D.Total Deduction</b>	<b>36,409</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>36,409</b>

Provident Fund	Amount (S)	Particular (S)	Amount (S)
Particular (S)	16,842	PF Loan (Principal)	-
Employees Contribution	-	PF Loan (Interest)	-
Organization Contribution	1,071		-
Profit on Employees Contribution	-		-
Profit on Organization Contribution	-		-
<b>Total</b>	<b>17,916</b>	<b>Total PF Payable</b>	<b>-</b>

Total Salary & Others (E)	36,409
Total Provident Fund	17,916
<b>Total End of Service Benefit</b>	<b>54,325</b>
In Words: Fifty Four Thousand Three Hundred Twenty Five Taka Only.	

Process and Calculation  
is Audited based on  
supporting documents

Prepared By Mr. Rabin  
20.04.26

Checked By Mr. Arul Hoque  
20.04.26

Mr. Arul Hoque  
Deputy General Manager  
Assistant Audit Coordinator  
Internal Audit & Legal Department  
Shakti Foundation for Disadvantaged Women

Approved by  
Mr. Arul Hoque  
Senior Director &  
Head of Finance &  
Shakti Foundation  
for Disadvantaged Women

Employee Acknowledgement

BDT 54,325 received From/  Paid To Shakti Foundation

Receiver's Name:  
Signature & Date:

In Words: Fifty Four Thousand Three Hundred Twenty Five Taka Only.

checked by  
Mr. Rabin