

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

Reference: Shakti/ Finance /Treasury/EFS/2025/421

Date:22-09-2025

**Employee Information**

Employee Name:	Ajit Kumar Paul	Separation Effective Date:	01/Sep/25
Employee ID:	15717	Length of Service:	4 years 5 Months 18 Days
Post Name:	Senior Financial Advisor	Salary paid up to:	31-Jul-25
Branch / Department:	Finance	Separation Type:	Contract Not Renewed
Branch / Department Code	0003	Notice Period:	0 Month
Employment Type:	Contractual	Notice Period Completed:	1 Month
Date of joining:	14-Mar-2021	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date	12-Mar-2025	Contact Number	
Last Working Day		Email ID :	

Salary Information	Amount	Day's	Amount
Gross	120,000	31	120,000
<b>A.Total salary Dues</b>			<b>120,000</b>

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

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

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
Income Tax	4,519
<b>D.Total Deduction</b>	<b>4,519</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>115,481</b>

**Provident Fund**

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	-		-
<b>Total</b>	-	<b>Total PF Payable</b>	<b>-</b>

<b>Total Salary &amp; Others (E)</b>	115,481
<b>Total Provident Fund</b>	-
<b>Total End of Service Benefit</b>	<b>115,481</b>
One Lac Fifteen Thousand Four Hundred Eighty One Taka Only.	

**Process and Calculation**  
**is Audited based on**  
**supporting documents**

Prepared By: *[Signature]* 22-09-25  
Checked By: *[Signature]* 22-09-25

*[Signature]* 24/9/25  
Kamruddin Hasan  
Director

*[Signature]*  
Md. Abdul Halim  
Senior Director &  
Head of Finance  
Shakti Foundation  
for Disadvantaged Women

**Employee Acknowledgement**

BDT 115,481 ☐ Received From/ ☐ Paid To Shakti Foundation

In Words: One Lac Fifteen Thousand Four Hundred Eighty One Taka Only.

Internal Audit and Legal Department  
Shakti Foundation for Disadvantaged Women  
Receiver's Name:  
Signature & Date:

checked by  
*[Signature]*