

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

Reference: Shakti/ Finance /Treasury/EFS/2025/213

Date:26-01-2026

**Employee Information**

Employee Name:	Kartick Chandra Mistry	Separation Effective Date:	29-Aug-25
Employee ID:	15790	Length of Service:	4 years 5 Months 8 Days
Post Name:	Area Supervisor	Salary paid up to:	30-Jun-25
Branch / Department:	Barishal	Separation Type:	Resignation
Branch / Department Code	50010017	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 30 Days
Date of joining:	21-Mar-2021	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Oct-2021	Leave without Pay (Days)	0 Days
Resignation Submission Date	30-Jul-2025	Contact Number	01712841019
Last Working Day	28-Aug-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	57,092	59	108,659
A.Total salary Dues			108,659

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	19,032
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	750
Security Deposit	25,000
Security Deposit Interest	4,482
Over Time ( March & April,2025)	-
C.Total Additional Payment	49,264

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Security Deposit	-
Security Deposit Interest	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
One Month Salary	-
Abashon Rent	-
Income Tax	500
D.Total Deduction	500
E.Total Payable / Receivable (A+B+C-D)	157,423

**Provident Fund**

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	87,772	PF Loan (Principal)	43,055.00
Organization Contribution	87,772	PF Loan (Interest)	2,285.00
Profit on Employees Contribution	12,400		-
Profit on Organization Contribution	12,399		-
Total	200,343	Total PF Payable	45,340.00

Total Salary & Others (E)	157,423
Total Provident Fund	155,003
Total End of Service Benefit	312,426

In Words: Three Lac Twelve Thousand Four Hundred Twenty Six Taka Only.

Prepared By M Rahman 28-01-26  
Checked By [Signature] 28-01-26

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

**Md. Ansarul Hoque**  
Deputy General Manager  
Assistant Regional Coordinator  
Internal Audit & Legal Department  
Shakti Foundation For Disadvantaged Women

Approved By

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

**Employee Acknowledgement**

BDT 312,426 ☐ received From/ ☐ paid To Shakti Foundation

Receiver's Name:

Signature & Date:

In Words: Three Lac Twelve Thousand Four Hundred Twenty Six Taka Only.

checked by  
[Signature]