

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/468

Date:13-10-2025

Employee Information

Employee Name:	Juel Chandra Roy	Separation Effective Date:	12-Sep-2025
Employee ID:	22132	Length of Service:	0 years 7 Months 3 Days
Post Name:	Microfinance Officer (Probationary)	Salary paid up to:	31-Aug-25
Branch / Department:	Musapur, Companiganj	Separation Type:	Discontinuation of Service
Branch / Department Code	0577	Notice Period:	0 Month
Employment Type:	Probationary	Notice Period Completed:	0 Days
Date of joining:	9-Feb-2025	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01634518939
Last Working Day	11-Sep-2025	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	18,000	11	6,600
A.Total salary Dues			6,600

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	733
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	300
Over Time (March & April,2025)	-
C.Total Additional Payment	16,033

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	300
D.Total Deduction	-
E.Total Payable / Receivable (A+B+C-D)	300
	22,333

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	-	-	-
Total	-	- Total PF Payable	-

Total Salary & Others (E)	22,333
Total Provident Fund	-
Total End of Service Benefit	22,333
Twenty Two Thousand Three Hundred Thirty Three only	

Prepared By: *[Signature]* 13-10-25
Checked By: *[Signature]* 13-10-25

Process and Calculation

is Audited based on
supporting documents
13/10/25

Reviewed By: *[Signature]*
Director

[Signature]
Md. Anwar Hossain
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT 22,333 ☐ Received From/ ☐ Paid To Shakti Foundation

Twenty Two Thousand Three Hundred Thirty Three only

Signature & Date:

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

Employee Personal Bank Account Informaton

Required Information

01. Employee EIN :

22132

02. Account Holder Name:

Juel Chandra Roy

03. Bank Account No:

2164213027094

04. Bank Name:

Prime Bank

05. Bank Branch Name:

Pallabi Branch

06. Employee Mobile No:

01634518939

Juel Chandra Roy



11-09-2025

07. Employee Name & Signature:

Verified By Supervisor's

Name (BM):

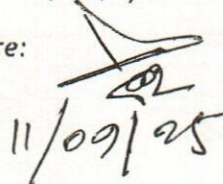
EIN:

Signature:

Date:

Md. Moksedul Islam

13393



11/09/25

Verified By Supervisor's

Name (AS):

EIN:

Signature:

Date:

