

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

Reference: Shakti/ Finance /Treasury/EFS/2025/549

Date:29-10-2025

**Employee Information**

Employee Name:	Sapan Mandal	Separation Effective Date:	04-Aug-25
Employee ID:	20201	Length of Service:	1 years 9 Months 7 Days
Post Name:	Microfinance Officer	Salary paid up to:	30-Jun-25
Branch / Department:	Lemua, Feni	Separation Type:	Resignation
Branch / Department Code	0567	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	28-Oct-2023	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Apr-2024	Leave without Pay (Days)	0 Days
Resignation Submission Date	3-Jul-2025	Contact Number	01723242481
Last Working Day	3-Aug-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	24,380	34	26739
<b>A.Total salary Dues</b>			<b>26,739</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	4,935
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	1,500
Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	1,472
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>22,907</b>

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	9,903
Mobile Phone Subsidy	2,476
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	600
Income Tax	-
<b>D.Total Deduction</b>	<b>12,979</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>36,667</b>

**Provident Fund**

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	13,965	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	777		-
Profit on Organization Contribution	-		-
<b>Total</b>	<b>14,742</b>	<b>Total PF Payable</b>	<b>-</b>

<b>Total Salary &amp; Others (E)</b>	36,667
<b>Total Provident Fund</b>	14,742
<b>Total End of Service Benefit</b>	<b>51,409</b>

In Words: Fifty One Thousand Four Hundred Nine Taka Only.

Prepared By M. Rahman 29.10.25  
Checked By [Signature] 29.10.25

Process and Calculation  
Is Audited based on  
supporting documents

Reviewed By [Signature] 29.10.25  
Director

Approved By [Signature]  
Joint Director &  
Head of Finance  
Shakti Foundation

**Employee Acknowledgement**

BDT 51,409 ☐ Received From/ ☐ Paid To Shakti Foundation

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

Signature & Date:

In Words: Fifty One Thousand Four Hundred Nine Taka Only.



