

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/412

Date:15-09-2025

Employee Information

Employee Name:	Adhir Kumar Biswas	Separation Effective Date:	07/Mar/25
Employee ID:	12133	Length of Service:	6 years 9 Months 26 Days
Post Name:	Microfinance Officer	Salary paid up to:	31-Jan-25
Branch / Department:	Holidhani Jhenaidah	Separation Type:	Resignation
Branch / Department Code	0415	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 2 Days
Date of joining:	9-May-2018	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Dec-2018	Leave without Pay (Days)	0 Days
Resignation Submission Date	5-Feb-2025	Contact Number	01840893179
Last Working Day	6-Mar-2025	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	25,280	34	30,173
A.Total salary Dues			30,173

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	10,112	7	1	70,784
B.Total Gratuity Dues				70,784

Additional Payment	Amount
Leave Encashment	4,213
TA & DA / Field trips	5,371
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	5,000
Security Deposit Interest	896
Over Time (March & April,2025)	-
C.Total Additional Payment	15,480

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	600
Income Tax	-
D.Total Deduction	600
E.Total Payable / Receivable (A+B+C-D)	115,837

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	38,877	PF Loan (Principal)	-
Organization Contribution	38,877	PF Loan (Interest)	-
Profit on Employees Contribution	5,453		-
Profit on Organization Contribution	5,453		-
Total	88,660	Total PF Payable	-

Total Salary & Others (E)	115,837
Total Provident Fund	88,660
Total End of Service Benefit	204,497

Two Lac Four Thousand Four Hundred Ninety Seven Taka Only.

Prepared By
15-09-25

Checked By
15-09-25

Reviewed By
16/9/25
Director

Approved By
16/9/25

Employee Acknowledgement

BDT 204,497 ☐ Received From/ ☐ Paid To Shakti Foundation

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

Signature & Date:

In Words: Two Lac Four Thousand Four Hundred Ninety Seven Taka Only.

checked by
15-09-25

omen:

Account N

4415024

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

12133

02. Account Holder Name:

ADHIR KUMAR BISWAS

03. Bank Account No:

189.103.5047987

04. Bank Name:

DACH BANLA BANK L.

05. Bank Branch Name:

ALFADANGA FARIDPUR.

06. Employee Mobile No:

01840-893179


— Adhir Kumar Biswas

07. Employee Name & Signature:

Verified By Supervisor's

Name (BM): Gopal chandra

EIN: 12804


Signature: 

Date: 12-05-2025

Verified By Supervisor's

Name (AS): Md: Asaduzzaman

EIN: 19606

Signature: 

Date: 27.05.25