

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

Reference: Shakti/ Finance /Treasury/EFS/2025/237

Date: 17-02-26

**Employee Information**

Employee Name:	Kamol Chandra Devnath	Separation Effective Date:	01-Aug-25
Employee ID:	20653	Length of Service:	1 years 5 Months 16 Days
Post Name:	Accountant	Salary paid up to:	30-Jun-25
Branch / Department:	Sadar Pirojpur	Separation Type:	Resignation
Branch / Department Code	0198	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 6 Days
Date of joining:	16-Feb-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Aug-2024	Leave without Pay (Days)	0 Days
Resignation Submission Date	26-Jul-2025	Contact Number	017125815440
Last Working Day	31-Jul-2025	Payment Account :	salary

Salary Information	Amount	Day's	Amount
Gross	24,000	31	24,000
<b>A.Total salary Dues</b>			<b>24,000</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	2,000
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	1,231
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>18,231</b>

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	24,000
Abashon Rent	300
Income Tax	-
<b>D.Total Deduction</b>	<b>24,300</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>17,931</b>

**Provident Fund**

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	10,560	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	443		-
Profit on Organization Contribution	-		-
<b>Total</b>	<b>11,003</b>	<b>Total PF Payable</b>	<b>-</b>

<b>Total Salary &amp; Others (E)</b>	17,931
<b>Total Provident Fund</b>	11,003
<b>Total End of Service Benefit</b>	<b>28,934</b>
Twenty Eight Thousand Nine Hundred Thirty Four Taka Only.	

Prepared By Haniffa 17/02/26

Checked By [Signature] 17/02/26

*Process and Calculation is Audited based on supporting documents*

Md. Arshad Hossain  
Deputy General Manager  
Assistant Audit Coordinator  
Internal Audit Department  
Shakti Foundation for Disadvantaged Women

Approved By  
Md. Arshad Hossain  
Senior Director &  
Head of Finance  
Shakti Foundation  
for Disadvantaged Women

**Employee Acknowledgement**

BDT 28,934  Received From/  Paid To Shakti Foundation

Receiver's Name:

Signature & Date:

In Words: Twenty Eight Thousand Nine Hundred Thirty Four Taka Only.

*Checked by [Signature]*