

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

Reference: Shakti/ Finance /Treasury/EFS/2025/514

Date:16-10-2025

**Employee Information**

Employee Name:	Mohadeb Sharma	Separation Effective Date:	16-Jun-25
Employee ID:	22290	Length of Service:	0 years 3 Months 14 Days
Post Name:	Microfinance Officer (Probationary)	Salary paid up to:	30-Apr-25
Branch / Department:	Palbari Jashore	Separation Type:	Resignation
Branch / Department Code	0063	Notice Period:	0 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 8 Days
Date of joining:	2-Mar-2025	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date	8-May-2025	Contact Number	01728614273
Last Working Day	15-Jun-2025	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	18,000	46	27,000
<b>A.Total salary Dues</b>			27,000

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	-	-	-	-
<b>B.Total Gratuity Dues</b>				-

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	3,000
Snacks Allowance	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	300
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	18,300

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	15,000
Security Deposit Interest	300
One Month Salary	-
Abashon Rent	600
Income Tax	-
<b>D.Total Deduction</b>	15,900
<b>E.Total Payable / Receivable (A+B+C-D)</b>	29,400

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	-		-
<b>Total</b>	-	<b>Total PF Payable</b>	-

<b>Total Salary &amp; Others (E)</b>	29,400
<b>Total Provident Fund</b>	-
<b>Total End of Service Benefit</b>	29,400
In Words: Twenty Nine Thousand Four Hundred Taka Only.	

Prepared By M Rahman 16.10.25  
Checked By [Signature] 16.10.25

**Process and Calculation**  
Is Audited based on  
supporting documents  
Reviewed By [Signature] 16.10.25

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

<b>Employee Acknowledgement</b>		<b>Receiver's Name:</b>
BDT 29,400	Received From/	Signature & Date:
	paid To Shakti Foundation	
In Words: Twenty Nine Thousand Four Hundred Taka Only.		

checked by  
[Signature]

22 OCT 2025

Time



# Employee Personal Bank Account Information

## Required Information

01. Employee EIN :

22290

02. Account Holder Name:

MOHADEB SHARMA

03. Bank Account No:

2164217027 348

04. Bank Name:


PRIME BANK

05. Bank Branch Name:

PALLABI BRANCH

06. Employee Mobile No:

01728-614273

Mohadeb Sharma 

07. Employee Name & Signature:

## Verified By Supervisor's

Name (BM): Sadhon Kumar Chatterjee

EIN: 13918

Signature: 

Date: 15.06.25

## Verified By Supervisor's

Name (AS): Potul Kumar Mondal

EIN: 14554

Signature: 

Date: 15-06-25