

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/660
Employee Information

Date:20-11-2025

| | | | |
|-----------------------------|----------------------|---------------------------------|-------------------------|
| Employee Name: | Udoy Kumar Ray | Separation Effective Date: | 14/Sep/25 |
| Employee ID: | 18300 | Length of Service: | 3 years 1 Months 7 Days |
| Post Name: | Microfinance Officer | Salary paid up to: | 31-May-25 |
| Branch / Department: | Jamurhat Bogura | Separation Type: | Dismiss |
| Branch / Department Code | 0416 | Notice Period: | 0 Month |
| Employment Type: | Permanent | Notice Period Completed: | 0 Month |
| Date of joining: | 7-Aug-2022 | Annual Leave Encashment Balance | 0 Days |
| Date of Confirmation: | 1-Nov-2022 | Leave without Pay (Days) | 0 Days |
| Resignation Submission Date | | Contact Number | 01763097149 |
| Last Working Day | 13-Sep-2025 | Email ID : | |

| Salary Information | Amount | Day's | Amount |
|----------------------------|--------|-------|---------------|
| Gross | 9,936 | 99 | 50,460 |
| A.Total salary Dues | | | 50,460 |

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

| Additional Payment | Amount |
|-----------------------------------|--------------|
| Leave Encashment | - |
| TA & DA / Field trips | - |
| DSA | 5,516 |
| Motor Cycle Allowance | - |
| Ancholik Allowance | - |
| Shurakkha Bhata | - |
| Due Distance Allowance | - |
| Security Deposit | - |
| Security Deposit Interest | - |
| Over Time (March & April,2025) | - |
| C.Total Additional Payment | 5,516 |

| 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 | 600 |
| D.Total Deduction | - |
| E.Total Payable / Receivable (A+B+C-D) | 600 |
| | 55,376 |

| Provident Fund | Amount (S) | Particular (S) | Amount (S) |
|-------------------------------------|---------------|-------------------------|------------|
| Employees Contribution | 29,070 | PF Loan (Principal) | - |
| Organization Contribution | 29,070 | PF Loan (Interest) | - |
| Profit on Employees Contribution | 3,052 | | - |
| Profit on Organization Contribution | 3,052 | | - |
| Total | 64,244 | Total PF Payable | - |

| | |
|--------------------------------------|----------------|
| Total Salary & Others (E) | 55,376 |
| Total Provident Fund | 64,244 |
| Total End of Service Benefit | 119,620 |

One Lac Nineteen Thousand Six Hundred Twenty Taka Only.

Prepared By Rahim 20.11.25
Checked By Rahim 20.11.25

Process and Calculation
is Audited based on
supporting documents

Reviewed By Md. Anwarul Hoque
Deputy General Coordinator
Assistant Auditor General
Shakti Foundation for Disadvantaged Women

Approved By Md. Abdul Halim
Secretary & Director
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT 119,620 ☐ Received From/ ☐ Paid To Shakti Foundation
In Words: One Lac Nineteen Thousand Six Hundred Twenty Taka Only.

Signature & Date:

checked by
CAAT

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

7 18300

02. Account Holder Name:

SAVING. UDOY KUMAR RAY

03. Bank Account No:

1053072530001

04. Bank Name:

BRAC BANK

05. Bank Branch Name:

MIRPUR

06. Employee Mobile No:

01763097149

07. Employee Name & Signature:

Uday Kumar Ray

Verified By Supervisor's

Name (BM): Md. Nurabi

EIN: 12589

Signature: 

Date: 12-16-25

Verified By Supervisor's

Name (AS): Md. Abdul Harnan

EIN: 01659

Signature: 

Date: 12-10-25