

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

Reference: Shakti/ Finance /Treasury/EFS/2025/455

Date:30-09-2025

**Employee Information**

Employee Name:	Uzzal Adhikary	Separation Effective Date:	16/Mar/25
Employee ID:	20664	Length of Service:	1 years 1 Months 0 Days
Post Name:	Accountant	Salary paid up to:	28-Feb-25
Branch / Department:	Jawlahati -Kamrangirchar Dhaka	Separation Type:	Dismiss
Branch / Department Code	0092	Notice Period:	0 Month
Employment Type:	Permanent	Notice Period Completed:	0 Month
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		Contact Number	01814915469
Last Working Day	15-Mar-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	9,600	15	4,645
<b>A.Total salary Dues</b>			<b>4,645</b>

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

Additional Payment	Amount
Leave Encashment	4,000
TA & DA / Field trips	-
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	1,234
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>20,231</b>

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	-
<b>D.Total Deduction</b>	<b>-</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>24,876</b>

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	6,720	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	385		-
Profit on Organization Contribution	-		-
<b>Total</b>	<b>7,105</b>	<b>Total PF Payable</b>	<b>-</b>

<b>Total Salary &amp; Others (E)</b>	<b>24,876</b>
<b>Total Provident Fund</b>	<b>7,105</b>
<b>Total End of Service Benefit</b>	<b>31,981</b>
Thirty One Thousand Nine Hundred Eighty One Taka Only.	

**Process and Calculation  
is Audited based on  
supporting documents**

Prepared By [Signature] 30.09.25  
Checked By [Signature] 30.09.25

Reviewed By [Signature] 30/09/2025  
Director

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

<b>Employee Acknowledgement</b>		<b>Internal Audit and Legal Department Shakti Foundation for Disadvantaged Women</b>
BDT 31,981	<input type="checkbox"/> Received From/ <input type="checkbox"/> Paid To Shakti Foundation	Receiver's Name:
In Words: Thirty One Thousand Nine Hundred Eighty One Taka Only.		Signature & Date:

checked by  
[Signature]



# Employee Personal Bank Account Information

## Required Information

01. Employee EIN :

20664

02. Account Holder Name:

Uzzal Adhikary

03. Bank Account No:

3402104779215001

04. Bank Name:

BKAP Bank

05. Bank Branch Name:

Raipur

06. Employee Mobile No:

01814-915469

Uzzal Adhikary   
07. Employee Name & Signature:


## Verified By Supervisor's

Name (BM):

EIN:

Signature:

Date:

  
Md. Rashedunnabi Badhon  
EIN-15436  
Assistant General Manager  
Staff Management Unit, Microfinance Program  
Shakti Foundation for Disadvantaged Women

## Verified By Supervisor's

Name (AS):

EIN:

Signature:

Date: