

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

Reference: Shakti/ Finance Department/Employee Final Settlement Note Issue No-2025/720

Date:01-12-2025

**Employee Information**

Employee Name:	Shuvra Deb	Separation Effective Date:	08-Aug-25
Employee ID:	9935	Length of Service:	8 years 7 Months 21 Days
Post Name:	Branch Manager	Salary paid up to:	30-Jun-25
Branch / Department:	Ghior Manikganj	Separation Type:	Resignation
Branch / Department Code	0125	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 0 Days
Date of joining:	18-Dec-2016	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Aug-2017	Leave without Pay (Days)	61 Days
Resignation Submission Date	8-Jul-2025	Contact Number	01706935204
Last Working Day	7-Aug-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	37,800	38	46,335
<b>A.Total salary Dues</b>			<b>46,335</b>

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	15,120	8	1	120,960
<b>B.Total Gratuity Dues</b>				<b>120,960</b>

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	15,581
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	2,671
Distance Allowance	-
Security Deposit	5,000
Security Deposit Interest	896
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>24,148</b>

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abasho, Rent	-
Income Tax	-
<b>D.Total Deduction</b>	<b>-</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>191,443</b>

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	73,499	PF Loan (Principal)	-
Organization Contribution	73,499	PF Loan (Interest)	-
Profit on Employees Contribution	18,235		-
Profit on Organization Contribution	18,235		-
<b>Total</b>	<b>183,468</b>	<b>Total PF Payable</b>	<b>-</b>

<b>Total Salary &amp; Others (E)</b>	191,443
<b>Total Provident Fund</b>	183,468
<b>Total End of Service Benefit</b>	<b>374,911</b>
In Words: Three Lac Seventy Four Thousand Nine Hundred Eleven Taka Only.	

**Process and Calculation  
Is Audited based on  
Supporting documents**

Prepared By: *M. Khatun* 02/12/25  
Checked By: *Shuvra Deb* 02/12/25

03/12/2025  
Reviewed By: *M. Khatun*  
Director

Approved By: *Md. Abdul Halim*  
Senior Director &  
Head of Finance  
Shakti Foundation  
for Disadvantaged Women

<b>Employee Acknowledgement</b>		<b>Receiver's Name:</b>	<b>Signature &amp; Date:</b>
BDT 374,911	Received From/		
	Yaid To Shakti Foundation		
In Words: Three Lac Seventy Four Thousand Nine Hundred Eleven Taka Only.			

*Checked by  
AAOV*



# Employee Personal Bank Account Information

## Required Information

01. Employee EIN :

09935

02. Account Holder Name:

Shuvra Deb

03. Bank Account No:

144.154.202625

04. Bank Name:

DBBL

05. Bank Branch Name:

60010125 - Gchior Manikganj

06. Employee Mobile No:

101706-935204

*Shu*

07. Employee Name & Signature:

## Verified By Supervisor's

Name (BM):

EIN:

Signature:

Date:

*[Signature]*

## Verified By Supervisor's

Name (AS): Md. Shauhidul Islam

EIN: 15592

Signature:

Date:

*[Signature]*  
08.10.25