

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

Reference: Shakti/ Finance /Treasury/EFS/2025/277

Date: 17-02-26

Employee Information

Employee Name:	Sree Bijoy Kumar Barman	Separation Effective Date:	04-Nov-25
Employee ID:	20591	Length of Service:	1 years 9 Months 0 Days
Post Name:	Microfinance Officer	Salary paid up to:	30-Sep-25
Branch / Department:	Sorishabari	Separation Type:	Resignation
Branch / Department Code	0191	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 30 Days
Date of joining:	4-Feb-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jul-2024	Leave without Pay (Days)	0 Days
Resignation Submission Date	5-Oct-2025	Contact Number	01741460029
Last Working Day	3-Nov-2025	Payment Account :	Salary

Salary Information	Amount	Day's	Amount
Gross	25,300	34	27,830
A.Total salary Dues			27,830

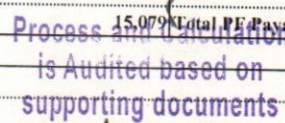
Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	-	-	-	-
B.Total Gratuity Dues				-

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	4,950
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	2,000
Security Deposit	15,000
Security Deposit Interest	1,231
Over Time (March & April,2025)	-
C.Total Additional Payment	23,181

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	600
E.Total Payable / Receivable (A+B+C-D)	50,411

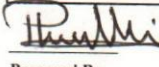


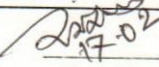
Provident Fund		Particular (S)		Amount (S)	
Employees Contribution	14,076	PF Loan (Principal)	-		
Organization Contribution	-	PF Loan (Interest)	-		
Profit on Employees Contribution	1,003				
Profit on Organization Contribution	-				
Total	15,079	Total PF Payable	-		



Total Salary & Others (E)	50,411
Total Provident Fund	15,079
Total End of Service Benefit	65,490

Sixty Five Thousand Four Hundred Ninety Taka Only.

Prepared By:  17-02-26

Checked By:  17-02-26





Employee Acknowledgement		Receiver's Name:	
BDT 65,490	<input type="checkbox"/> Received From/ <input type="checkbox"/> Paid To Shakti Foundation		
In Words: Sixty Five Thousand Four Hundred Ninety Taka Only.		Signature & Date:	

Checked by 