

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

Reference: Shakti/ Finance /Treasury/EFS/2026/81  
Employee Information

Date:09-03-2026

Employee Name:	Sribash Mahiswa Das	Separation Effective Date:	10-Mar-25
Employee ID:	18053	Length of Service:	2 years 7 Months 21 Days
Post Name:	Senior Microfinance Officer	Salary paid up to:	31-Jan-25
Branch / Department:	Chhatak Sunamgunj	Separation Type:	Resignation
Branch / Department Code	0204	Notice Period:	0 1 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 1 Days
Date of joining:	17-Jul-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Nov-2022	Leave without Pay (Days)	0 Days
Resignation Submission Date	9-Mar-2025	Contact Number	01620517411
Last Working Day	9-Mar-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	26,520	37	34,219
<b>A.Total salary Dues</b>			<b>34,219</b>

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	5,800
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	1,935
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
<b>C.Total Additional Payment</b>	<b>7,741</b>

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Bicycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	26,520
Abashon Rent	600
Income Tax	-
<b>D.Total Deduction</b>	<b>27,120</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>14,840</b>

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	24,555	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	2,997		
Profit on Organization Contribution	-		
<b>Total</b>	<b>27,552</b>		

Process and Calculation  
is Audited based on  
supporting documents

Total Salary & Others (E)	14,840
Total Provident Fund	27,552
<b>Total End of Service Benefit</b>	<b>42,392</b>

In Words: Forty Two Thousand Three Hundred Ninety Two Taka Only.

Prepared By: *M. Rakom* 09-03-26  
Checked By: *[Signature]* 09-03-26

*[Signature]* 09-03-26  
Reviewed By: *[Signature]* 09-03-26

Approved: *[Signature]* 09-03-26  
Md. Abdul Halim  
Senior Director &  
Head of Finance &  
Shakti Foundation  
for Disadvantaged Women

Employee Acknowledgement	Receiver's Name:
BDT 42,392 <input type="checkbox"/> received From/ <input type="checkbox"/> paid To Shakti Foundation	Signature & Date:
In Words: Forty Two Thousand Three Hundred Ninety Two Taka Only.	

*[Handwritten Signature]*