

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

Reference: Shakti/ Finance /Treasury/EFS/2025/527

Date:22-10-2025

**Employee Information**

Employee Name:	Ajoy Kumar Biswas	Separation Effective Date:	20-Jul-25
Employee ID:	18666	Length of Service:	2 years 10 Months 2 Days
Post Name:	Microfinance Officer	Salary paid up to:	30-Jun-25
Branch / Department:	Dakbangla Jhenaidah	Separation Type:	Dismiss
Branch / Department Code	0477	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 1 Days
Date of joining:	18-Sep-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jan-2023	Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	017483691
Last Working Day	19-Jul-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross/Basic	9,936	19	6090
<b>A.Total salary Dues</b>			<b>6,090</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	-
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>-</b>

Deductions	Amount (S)
Financial Misappropriation	10,500
Motorcycle Loan	-
Mobile Phone Handset Loan	16,105
Mobile Phone Subsidy	699
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
Income Tax	-
<b>D.Total Deduction</b>	<b>27,304</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>(21,214)</b>

**Provident Fund**

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	27,392	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	2,700		-
Profit on Organization Contribution	-		-
<b>Total</b>	<b>(30,092)</b>	<b>Total PF Payable</b>	<b>-</b>

<b>Total Salary &amp; Others (E)</b>	<b>(21,214)</b>
<b>Total Provident Fund</b>	<b>30,092</b>
<b>Total End of Service Benefit</b>	<b>8,878</b>

In Words: Eight Thousand Eight Hundred Seventy Eight Taka Only.

Prepared By M. Rakibul 22/10/25  
Checked By [Signature] 22/10/25

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

Reviewed By [Signature] 22/10/2025

Md. Akmal Hossain  
Senior Director &  
Head of Finance  
Shakti Foundation  
for Disadvantaged Women

**Employee Acknowledgement**

BDT 8,878 ☐ Received From/ ☐ Paid To Shakti Foundation

In Words: Eight Thousand Eight Hundred Seventy Eight Taka Only.

Director  
Receiver's Name  
Signature & Date:

checked by  
[Signature]



# Employee Personal Bank Account Information

## Required Information

01. Employee EIN :

18666

02. Account Holder Name:

AJOY kumar Biswas

03. Bank Account No:

105348 5220001

04. Bank Name:

BZAC Bank

05. Bank Branch Name:

Mirpur Dhaka

06. Employee Mobile No:

017483691

07. Employee Name & Signature:

AJOY kumar Biswas  
AJOY

Verified By Supervisor's

Name (BM): Khandakar Imdadul Haque

EIN: 16560

Signature: Imdadul

Date: 24.08.2025

Verified By Supervisor's

Name (AS): Syful Islam Sabuj

EIN: 12846

Signature: Syful

Date: 24.08.2025