

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

Reference: Shakti/ Finance /Treasury/EFS/2025/364

Date:22-04-2026

Employee Information

Employee Name:	Ashis Sarker	Separation Effective Date:	25-Dec-25
Employee ID:	22425	Length of Service:	0 years 8 Months 12 Days
Post Name:	Microfinance Officer	Salary paid up to:	31-Oct-25
Branch / Department:	Batakandi, Titas	Separation Type:	Resignation
Branch / Department Code	0622	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	13-Apr-2025	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Oct-2025	Leave without Pay (Days)	0 Days
Resignation Submission Date	24-Nov-2025	Contact Number	01317911003
Last Working Day(As per Attendance)	24-Dec-2025	Payment Account :	salary

Salary Information	Amount	Day's	Amount
Gross	25,000	54	44,355
A.Total salary Dues			44,355

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	-
DSA	7,984
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	-
Security Deposit Interest	15,000
Over Time (March & April,2025)	225
C.Total Additional Payment	23,209

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Security Deposit	-
Security Deposit Interest	15,000
Mobile Phone Handset Loan	225
Mobile Phone Subsidy	11,610
One Month Salary	587
Abashon Rent	-
Income Tax	600
D.Total Deduction	-
E.Total Payable / Receivable (A+B+C-D)	28,022

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	920	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	29		-
Profit on Organization Contribution	-		-
Total	949	Total PF Payable	-

Total Salary & Others (E)	39,542
Total Provident Fund	949
Total End of Service Benefit	40,491
Forty thousand four hundred ninety one only	

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

Prepared By *M. Rahman* 22.04.26

Checked By *Ashis* 22.4.26

Md. Anisul Hoque
Deputy General Manager
Assistant Audit Coordinator
Internal Audit & Legal Department
Shakti Foundation for Disadvantaged Women

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

Employee Acknowledgement

BDT 40,491 received From Paid To Shakti Foundation

Forty thousand four hundred ninety one only

Signature & Date:

Checked by
4491