

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Date:08-01-2026

Reference: Shakti/ Finance /Treasury/EFS/2026/10

Employee Information

Employee Name:	Prothap Paul	Separation Effective Date:	01-Dec-25
Employee ID:	22536	Length of Service:	0 years 6 Months 6 Days
Post Name:	Microfinance Officer (Probationary)	Salary paid up to:	31-Oct-25
Branch / Department:	Baniachong Habiganj	Separation Type:	Discontinuation of Service
Branch / Department Code	0334	Notice Period:	0 Month
Employment Type:	Probationary	Notice Period Completed:	0 Days
Date of joining:	25-May-2025	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01728392838
Last Working Day	30-Nov-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	18,000	30	18,000
A.Total salary Dues			18,000

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

Additional Payment	Amount
One Month Additional Salary	-
TA & DA / Field trips	2,000
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	1,500
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	75
Over Time (March & April,2025)	-
C.Total Additional Payment	18,575

Deductions	Amount (\$)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	300
Income Tax	-
D.Total Deduction	300
E.Total Payable / Receivable (A+B+C-D)	36,275

Provident Fund	Amount (\$)
Particular (S)	Amount (S)
Employees Contribution	- PF Loan (Principal)
Organization Contribution	- PF Loan (Interest)
Profit on Employees Contribution	-
Profit on Organization Contribution	-
Total	- Total PF Payable

Total Salary & Others (E)	Process and Calculation is Audited based on supporting documents	36,275
Total Provident Fund		-
Total End of Service Benefit		36,275

In Words: Thirty Six Thousand Two Hundred Seventy Five Taka Only.

Prepared By	08-01-26	Checked By	Kamruzzaman 08-01-26	Reviewed By	Kamruzzaman 08-01-26	Approved By	Md. Abdul Halim Senior Director & Head of Finance for Disadvantaged Women
Employee Acknowledgement							
BDT	36,275	Received From/	Paid To Shakti Foundation	Internal Audit an Shakti Foundation	Receivers Name: Kamruzzaman Disadvantaged Women	Signature & Date:	
In Words: Thirty Six Thousand Two Hundred Seventy Five Taka Only.							

Checked by
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