

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

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

Date:08-01-2026

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 (S) |
|---|---------------|
| 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

| Particular (S) | Amount (S) | 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) | 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 08.01.26

Process and Calculation
is Audited based on
supporting documents

Reviewed By Kamrul Hasan
08/01/26

Approved By

Md. Abdul Halim
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

| | | | |
|---|----------------|---------------------------|-------------------|
| BDT 36,275 | Received From/ | Paid To Shakti Foundation | Receiver's Name: |
| In Words: Thirty Six Thousand Two Hundred Seventy Five Taka Only. | | | Signature & Date: |

checked by MDT