

Shakti Foundation for Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/586

Date:20-11-2025

Employee Information

| | | | |
|-----------------------------|------------------------|---------------------------------|--------------------------|
| Employee Name: | Polashi Mondol | Separation Effective Date: | 05/Jun/25 |
| Employee ID: | 19805 | Length of Service: | 1 years 10 Months 6 Days |
| Post Name: | Microfinance Officer | Salary paid up to: | 30-Apr-25 |
| Branch / Department: | Hat-Gopalpur Jhenaidah | Separation Type: | Resignation |
| Branch / Department Code | 0479 | Notice Period: | 01 Month |
| Employment Type: | Parmanent | Notice Period Completed: | 0 Months 30 Days |
| Date of joining: | 30-Jul-2023 | Annual Leave Encashment Balance | 0 Days |
| Date of Confirmation: | 1-Jan-2024 | Leave without Pay (Days) | 0 Days |
| Resignation Submission Date | 6-May-2025 | Contact Number | 01778684797 |
| Last Working Day | 4-Jun-2025 | Email ID : | |

| Salary Information | Amount | Day's | Amount |
|----------------------------|--------|-------|---------------|
| Gross | 24,840 | 35 | 28152 |
| A.Total salary Dues | | | 28,152 |

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

| Additional Payment | Amount |
|-----------------------------------|---------------|
| Security Allowance & Field Trips | - |
| TA & DA / Field trips | - |
| DSA | 5,100 |
| Motor Cycle Allowance | - |
| Ancholik Allowance | - |
| Shurakkha Bhata | - |
| Distance Allowance | 1,360 |
| Security Deposit | - |
| Security Deposit Interest | 15,000 |
| One Month Salary | 1,072 |
| C.Total Additional Payment | 22,532 |

| Deductions | Amount (S) |
|---|---------------|
| Financial Misappropriation | - |
| Motorcycle Loan | - |
| Mobile Phone Handset Loan | - |
| Mobile Phone Subsidy | - |
| Security Deposit | - |
| Security Deposit Interest | - |
| One Month Salary | - |
| Abashon Rent | - |
| Income Tax | - |
| D.Total Deduction | - |
| E.Total Payable / Receivable (A+B+C-D) | 50,684 |

Provident Fund

| Particular (S) | Amount (S) | Particular (S) | Amount (S) |
|-------------------------------------|---------------|-------------------------|------------|
| Employees Contribution | 15,016 | PF Loan (Principal) | - |
| Organization Contribution | - | PF Loan (Interest) | - |
| Profit on Employees Contribution | 1,060 | | - |
| Profit on Organization Contribution | - | | - |
| Total | 16,076 | Total PF Payable | - |

| | |
|--------------------------------------|---------------|
| Total Salary & Others (E) | 50,684 |
| Total Provident Fund | 16,076 |
| Total End of Service Benefit | 66,760 |

Sixty Six Thousand Seven Hundred Sixty Taka Only.

Prepared By

Checked By

Employee Acknowledgement

BDT 66,760

Received From/

Paid To Shakti Foundation

#NAME?

Receiver's Name:

Signature & Date:

Process and Calculation
Is Audited based on
supporting documents

Md. A. Shakti Mondol
Deputy General Manager
Assistant Audit & Vigil Department
Internal Audit & Vigil Department
Shakti Foundation for Disadvantaged Women

Approved By
Md. Abdul Halim
Senior Director's
Head of Finance
Shakti Foundation
for Disadvantaged Women

checked by
May

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

19805

02. Account Holder Name:

POLASHI MONDOL

03. Bank Account No:

1057182010001

04. Bank Name:

BRAC BANK


05. Bank Branch Name:

JESSORE BRANCH

06. Employee Mobile No:

(01778684797


07. Employee Name & Signature:

Polashi Mondal


Verified By Supervisor's

Name (BM): MD. Moniruzzaman

EIN: 07867

Signature: 

Date: 06.0

Md. Moniruzzaman
Branch Manager
Shakti Foundation
EIN- 07867

Verified By Supervisor's

Name (AS): Md. Asaduzzaman

EIN: 19606

Signature: 

Date: 07.06.20