

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/456

Date:13-10-2025

Employee Information

Employee Name:	Monishankar Mondal	Separation Effective Date:	18-Aug-2024
Employee ID:	21079	Length of Service:	0 years 1 Months 20 Days
Post Name:	Microfinance Officer (Probationary)	Salary paid up to:	31-Jul-24
Branch / Department:	Jhikargacha Jashore	Separation Type:	No longer in Service
Branch / Department Code	0217	Notice Period:	0 Days
Employment Type:	Probationary	Notice Period Completed:	0 Days
Date of joining:	29-Jun-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01964485139
Last Working Day	18-Aug-2024	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	18,000	18	10,452
A.Total salary Dues			10,452

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	1,161
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	16,161

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	15,000
Security Deposit Interest	-
One Month Salary	18,000
Abashon Rent	300
Income Tax	-
D.Total Deduction	33,300
E.Total Payable / Receivable (A+B+C-D)	(6,687)

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)	(6,687)
Total Provident Fund	-
Total End of Service Benefit	(6,687)
Eight Thousand Three Hundred Thirteen	

Prepared By M. Rahman
13.10.25

Checked By [Signature]
13.10.25

Process and Calculation
Is Audited based on
supporting documents
Reviewed By [Signature]
Director

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

Employee Acknowledgement

BDT (6,687)	Received From/	Paid To Shakti Foundation	Signature & Date:
Eight Thousand Three Hundred Thirteen			

Internal Audit and Legal Department
Shakti Foundation for Disadvantaged Women

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

21079

02. Account Holder Name:

MONISHANKAR MONDAL

03. Bank Account No:

1071260029251

04. Bank Name:

Eastern Bank Plc.

05. Bank Branch Name:

06. Employee Mobile No:

01769-985139

07. Employee Name & Signature:

শক্তি ফাউন্ডেশন

শক্তি ফাউন্ডেশন ১৭/০৩/২৪

Verified By Supervisor's

Name (BM): AZIZUR RAHMAN

EIN: 05590

Signature: 


Date: 17.03.2025

AZIZUR RAHMAN
Manager
Shakti Foundation

Verified By Supervisor's

Name (AS): Proodip Tikader

EIN: 20861

Signature: 

Date: 17.03.2025