

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/449

Date:28-09-2025

Employee Information

Employee Name:	Sarajit Mondal	Separation Effective Date:	3-Jul-2025
Employee ID:	20822	Length of Service:	1 years 2 Months 12 Days
Post Name:	Microfinance Officer	Salary paid up to:	31-May-25
Branch / Department:	Holidhani Jhenaidah	Separation Type:	Resignation
Branch / Department Code	0415	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	21-Apr-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Sep-2024	Leave without Pay (Days)	0 Days
Resignation Submission Date	2-Jun-2025	Contact Number	01834195921
Last Working Day	2-Jul-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	23,000	32	24,484
A.Total salary Dues			24,484

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	4,790
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	913
Over Time (March & April,2025)	-
C.Total Additional Payment	20,703

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	6,466
Mobile Phone Subsidy	3,109
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
Income Tax	600
D.Total Deduction	10,175
E.Total Payable / Receivable (A+B+C-D)	35,012

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	8,280	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	362		-
Profit on Organization Contribution	-		-
Total	8,642	Total PF Payable	-

Total Salary & Others (E)	35,012
Total Provident Fund	8,642
Total End of Service Benefit	43,654
Forty Three Thousand Six Hundred Fifty Four	

Process and Calculation
is Audited based on
supporting documents

Prepared By *[Signature]* 28-09-25
Checked By *[Signature]* 28-09-25

Reviewed By *[Signature]*
Director

Md. Abdul Halim
Senior Director &
Approved By
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT 43,654 ☐ Received From/ ☐ Paid To Shakti Foundation

Internal Audit and Legal Department
Shakti Foundation for Disadvantaged Women
Receiver's Name:

Signature & Date:

Forty Three Thousand Six Hundred Fifty Four

checked by 4407

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

20822

02. Account Holder Name:

SARAJIT MONDAL

03. Bank Account No:

1071260020432

04. Bank Name:

Eastern Bank PLC.

05. Bank Branch Name:

06. Employee Mobile No:

01834 195921


07. Employee Name & Signature:

Sarajit Mondal

Verified By Supervisor's

Name (BM): Gagan Chandra

EIN: 12804

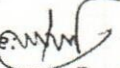
Signature: 

Date: 15.11.25

Verified By Supervisor's

Name (AS): Md. Asaduzzaman

EIN: 19606

Signature: 

Date: 08.07.25