

**Shakti Foundation For Disadvantaged Women**  
**Employee Final Settlement**

Reference: Shakti/ Finance /Treasury/EFS/2025/461

Date:07-10-2025

**Employee Information**

Employee Name:	Md. Sabu Mondal	Separation Effective Date:	09/May/25
Employee ID:	16823	Length of Service:	3 years 5 Months 18 Days
Post Name:	Senior Microfinance Officer	Salary paid up to:	31-Mar-25
Branch / Department:	Chatmohar Pabna	Separation Type:	Resignation
Branch / Department Code	0243	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 2 Days
Date of joining:	21-Nov-2021	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Mar-2022	Leave without Pay (Days)	0 Days
Resignation Submission Date	7-Apr-2025	Contact Number	01767918803
Last Working Day	8-May-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	26,220	38	32,986
<b>A.Total salary Dues</b>			<b>32,986</b>

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	-	-	-	-
<b>B.Total Gratuity Dues</b>				

Additional Payment	Amount
Baishakhi Allowance	2,098
TA & DA / Field trips	10,161
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>12,259</b>

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	600
Income Tax	-
<b>D.Total Deduction</b>	<b>600</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>44,645</b>

Shakti Foundation (Finance)  
RECEIVED  
07 OCT 2025  
Time: 11:00 AM

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	32,330	PF Loan (Principal)	-
Organization Contribution	32,330	PF Loan (Interest)	-
Profit on Employees Contribution	4,387		-
Profit on Organization Contribution	4,387		-
<b>Total</b>	<b>73,434</b>	<b>Total PF Payable</b>	<b>-</b>

<b>Total Salary &amp; Others (E)</b>	44,645
<b>Total Provident Fund</b>	73,434
<b>Total End of Service Benefit</b>	<b>118,079</b>
One Lac Eighteen Thousand Seventy Nine Taka Only.	

**Process and Calculation**  
**Is Audited based on**  
**supporting documents**

Prepared By: [Signature] 07.10.25  
Checked By: [Signature] 07.10.25

Reviewed By: [Signature] 11/10/2025  
Director

Approved By: [Signature]  
Head of Finance  
Shakti Foundation  
for Disadvantaged Women

**Employee Acknowledgement**

BDT 118,079 ☐ Received From/ ☐ Paid To Shakti Foundation

Internal Audit and Legal Department  
Shakti Foundation for Disadvantaged Women

Signature & Date:

In Words: One Lac Eighteen Thousand Seventy Nine Taka Only.

checked by  
AAO

# Employee Personal Bank Account Information

## Required Information

01. Employee EIN :

16829

02. Account Holder Name:

MD. SABU MONDAL

03. Bank Account No:

1305105027485001

04. Bank Name:

BRAC BANK

05. Bank Branch Name:

CHANDINA BRANCH

06. Employee Mobile No:

0176-7918803

07. Employee Name & Signature:

*AS* Md. Sabu Mondal.

## Verified By Supervisor's

Name (BM):

MD. A. Sobhan

EIN:

1007

Signature:

*Sobhan*

Date:

7-4-25

## Verified By Supervisor's

Name (AS):

EIN:

Signature:

Date: