

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/477

Date:16-10-2025

Employee Information

Employee Name:	Rathijit Kumar Mondal	Separation Effective Date:	26-Aug-25
Employee ID:	22109	Length of Service:	0 years 6 Months 17 Days
Post Name:	Microfinance Officer (Probationary)	Salary paid up to:	31-Jul-25
Branch / Department:	Churamonkathi Jessore	Separation Type:	Discontinuation of Service
Branch / Department Code	0261	Notice Period:	0 Month
Employment Type:	Probationary	Notice Period Completed:	0 Days
Date of joining:	9-Feb-2025	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01517127603
Last Working Day	25-Aug-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	18,000	25	14,516
A.Total salary Dues			14,516

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	1,613
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	300
Over Time (March & April,2025)	-
C.Total Additional Payment	16,913

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)	31,129

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)	31,129
Total Provident Fund	-
Total End of Service Benefit	31,129

Thirty One Thousand One Hundred Twenty Nine only

Prepared By M. Rahman 16.10.25
Checked By [Signature] 16.10.25

Process and Calculation
is Audited based on
Supporting documents

Reviewed By [Signature] 16/10/25

Approved By [Signature]
Md. Abdy Halim
Senior Director
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT 31,129 ☐ Received From/ ☐ Paid To Shakti Foundation

Receiver's Name:
Signature & Date:

Thirty One Thousand One Hundred Twenty Nine only

checked by
[Signature]

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

22202

02. Account Holder Name:

RATHIJIT KUMAR MONDAL

03. Bank Account No:

2164211027120

04. Bank Name:

Prime Bank.

05. Bank Branch Name:

PALLABI BRANCH (170263580)

06. Employee Mobile No:

01517 127603

07. Employee Name & Signature:

RATHIJIT KUMAR MONDAL.

Verified By Supervisor's

Name (BM):

Sayed Rabiul Islam

EIN:

17552

Signature:



Date:

26.08.2025,

Verified By Supervisor's

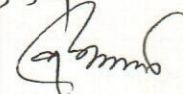
Name (AS):

PROTUL KUMAR

EIN:

14554

Signature:



Date:

26/08/25.