

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

Reference: Shakti/ Finance /Treasury/EFS/2025/497

Date:30-10-2025

Employee Information

Employee Name:	Suvasish Mondal	Separation Effective Date:	18-Jul-25
Employee ID:	13445	Length of Service:	6 years 3 Months 17 Days
Post Name:	Senior Accountant	Salary paid up to:	30-Jun-25
Branch / Department:	Khalishpur Khulna	Separation Type:	Resignation
Branch / Department Code	0030	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 4 Days
Date of joining:	31-Mar-2019	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Oct-2019	Leave without Pay (Days)	0 Days
Resignation Submission Date	14-Jul-2025	Contact Number	01937192432
Last Working Day	17-Jul-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	30,896	17	16,943
A.Total salary Dues			16,943

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	12,358	6	1	74,148
B.Total Gratuity Dues				74,148

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	1,097
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
One Month Salary	30,896
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	2,689
Over Time (March & April,2025)	-
C.Total Additional Payment	49,682

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	30,896
Abashon Rent	-
Income Tax	-
D.Total Deduction	30,896
E.Total Payable / Receivable (A+B+C-D)	109,877

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	59,229	PF Loan (Principal)	-
Organization Contribution	59,229	PF Loan (Interest)	-
Profit on Employees Contribution	11,877		-
Profit on Organization Contribution	11,876		-
Total	142,211	Total PF Payable	-

Total Salary & Others (E)	109,877
Total Provident Fund	142,211
Total End of Service Benefit	252,088
Two Lakh Fifty Two Thousand Eighty Eight only	

Prepared By: *M. Rahman* 30/10/25
 Checked By: *[Signature]*
 Reviewed By: *[Signature]* 30/10/25
 Approved By: *[Signature]*

Employee Acknowledgement	
BPT 252,088 Received From/ <input type="checkbox"/> Paid To Shakti Foundation Two Lakh Fifty Two Thousand Eighty Eight only	Internal Audit and Legal Department Receiver's Name: _____ Signature & Date: _____

checked by *[Signature]*

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

13445

02. Account Holder Name:

Surasish Mondal

03. Bank Account No:

0100168498254

04. Bank Name:

Janata Bank PLC


05. Bank Branch Name:

Hainakundu, Jhenaidah

06. Employee Mobile No:

01937192432

07. Employee Name & Signature:


Surasish Mondal

✓ Verified By Supervisor's

Name (BM):

EIN:

Signature:


Date:



Verified By Supervisor's

Name (AS): MD. Shimul Mia

EIN: 16029

Signature: 

Date: 17.07.25

MD. SHIMUL MIA
EIN-16029
Area Supervisor
Shakti Foundation
Khulna Sadar Area