

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

Reference: Shakti/ Finance /Treasury/EFS/2025/647

Date:16-11-2025

**Employee Information**

Employee Name:	Pranoy Chandra Pandit	Separation Effective Date:	07-Aug-25
Employee ID:	12033	Length of Service:	7 years 3 Months 23 Days
Post Name:	Branch Support Officer	Salary paid up to:	30-Jun-25
Branch / Department:	Microfinance	Separation Type:	Resignation
Branch / Department Code	10010001	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 0 Days
Date of joining:	15-Apr-2018	Annual Leave Encashment Balance	3 Days
Date of Confirmation:	1-Feb-2019	Leave without Pay (Days)	0 Days
Resignation Submission Date	7-Jul-2025	Contact Number	01730897071
Last Working Day	6-Aug-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	49,356	37	58,909
<b>A.Total salary Dues</b>			<b>58,909</b>

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	19,742	7	1	138,194
<b>B.Total Gratuity Dues</b>				<b>138,194</b>

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	-
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	10,000
Security Deposit Interest	1,792
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>11,792</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	-
Income Tax	416
<b>D.Total Deduction</b>	<b>416</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>208,479</b>

**Provident Fund**

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	122,612	PF Loan (Principal)	-
Organization Contribution	122,612	PF Loan (Interest)	-
Profit on Employees Contribution	30,353		-
Profit on Organization Contribution	30,352		-
<b>Total</b>	<b>305,929</b>	<b>Total PF Payable</b>	<b>-</b>

<b>Total Salary &amp; Others (E)</b>	208,479
<b>Total Provident Fund</b>	305,929
<b>Total End of Service Benefit</b>	<b>514,408</b>
Five Lakh Fourteen Thousand Four Hundred Eight only	

Prepared By M. Rahman 16.11.25  
Checked By [Signature] 16.11.25

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

Reviewed By [Signature] 17/11/25  
Kamrul Hasan

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

**Employee Acknowledgement**

BDT 514,408	<input type="checkbox"/> Received From/	<input type="checkbox"/> Paid To Shakti Foundation	Receiver's Name: Signature & Date:
Five Lakh Fourteen Thousand Four Hundred Eight only			

checked by [Signature]

# Employee Personal Bank Account Informaton

## Required Information

01. Employee EIN :

12033

02. Account Holder Name:

Pranoy Chandra pandit

03. Bank Account No:

A/c NO. 6187791694031

04. Bank Name:

IFIC BANK

05. Bank Branch Name:

Baneshwar, Rajshahi.

06. Employee Mobile No:

101730897071

Pranoy Chandra pandit  


07. Employee Name & Signature:

### Verified By Supervisor's

Name (BM): Md. Shamsul Alam

EIN: 12828

Signature: 

Date: 15.07.25

### Verified By Supervisor's

Name (AS):

EIN:

Signature:

Date: