

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

Reference: Shakti/ Finance /Treasury/EFS/2025/271

Date: 17-02-26

Employee Information

| | | | |
|-----------------------------|----------------------|---------------------------------|-------------------------|
| Employee Name: | Mithun Kumar Mondal | Separation Effective Date: | 05-Dec-25 |
| Employee ID: | 21049 | Length of Service: | 1 years 5 Months 6 Days |
| Post Name: | Microfinance Officer | Salary paid up to: | 31-Oct-25 |
| Branch / Department: | Bagachra, Jashore | Separation Type: | Resignation |
| Branch / Department Code | 0512 | Notice Period: | 01 Month |
| Employment Type: | Permanent | Notice Period Completed: | #VALUE! |
| Date of joining: | 29-Jun-2024 | Annual Leave Encashment Balance | 0 Days |
| Date of Confirmation: | 1-Dec-2024 | Leave without Pay (Days) | 0 Days |
| Resignation Submission Date | | Contact Number | 01749446698 |
| Last Working Day | 4-Dec-2025 | Payment Account : | Salary |

| Salary Information | Amount | Day's | Amount |
|----------------------------|--------|-------|---------------|
| Gross | 23,000 | 34 | 25,968 |
| A.Total salary Dues | | | 25,968 |

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

| Additional Payment | Amount |
|-----------------------------------|---------------|
| Leave Encashment | - |
| TA & DA / Field trips | 5,081 |
| 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 | 20,994 |

| 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 | - |
| D.Total Deduction | 600 |
| E.Total Payable / Receivable (A+B+C-D) | 46,362 |

Shakti Foundation (Finance)
24 FEB 2025
[Signature]

| Particular (S) | Amount (S) | Particular (S) | Amount (S) |
|-------------------------------------|---------------|-------------------------|------------|
| Employees Contribution | 10,120 | PF Loan (Principal) | - |
| Organization Contribution | - | PF Loan (Interest) | - |
| Profit on Employees Contribution | 504 | | - |
| Profit on Organization Contribution | - | | - |
| Total | 10,624 | Total PF Payable | - |

Process and calculation
is Audited based on
supporting documents

| | |
|--------------------------------------|---------------|
| Total Salary & Others (E) | 46,362 |
| Total Provident Fund | 10,624 |
| Total End of Service Benefit | 56,986 |

Fifty Six Thousand Nine Hundred Eighty Six Taka Only.

Prepared By *[Signature]* 17-02-26

Checked By *[Signature]* 17-02-26

[Signature]
Md. Ansarul Hoque
General Manager
Department of Internal Audit & Legal Department
Shakti Foundation for Disadvantaged Women

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

Employee Acknowledgement

BDT 56,986 Received From/ Paid To Shakti Foundation

Receiver's Name:

Signature & Date:

In Words: Fifty Six Thousand Nine Hundred Eighty Six Taka Only.

Checked by [Signature]