

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

Reference: Shakti/ Finance /Treasury/EFS/2025/404

Date:15-09-2025

**Employee Information**

Employee Name:	Ripan Biswas	Separation Effective Date:	29/May/25
Employee ID:	14462	Length of Service:	5 years 5 Months 21 Days
Post Name:	Branch Manager	Salary paid up to:	30-Apr-25
Branch / Department:	Navaran, Jashore	Separation Type:	Dismiss
Branch / Department Code	60010513	Notice Period:	0 Month
Employment Type:	Permanent	Notice Period Completed:	0 Month
Date of joining:	8-Dec-2019	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jul-2020	Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01798068390
Last Working Day	28-May-2025	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	35,000	28	31,613
<b>A.Total salary Dues</b>			31,613

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

Additional Payment	Amount
Security Allowance & Field Trips	-
TA & DA / Field trips	-
DSA	6,323
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	-
Security Deposit Interest	12,000
Over Time ( March & April,2025)	2,151
<b>C.Total Additional Payment</b>	20,474

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	-
<b>D.Total Deduction</b>	-
<b>E.Total Payable / Receivable (A+B+C-D)</b>	52,087

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	46,814	PF Loan (Principal)	-
Organization Contribution	46,814	PF Loan (Interest)	-
Profit on Employees Contribution	8,340		-
Profit on Organization Contribution	8,340		-
<b>Total</b>	110,308	<b>Total PF Payable</b>	-

Total Salary & Others (E)	52,087
Total Provident Fund	110,308
Total End of Service Benefit	162,395
One Lac Sixty Two Thousand Three Hundred Ninety Five Taka Only.	

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

One Lac Sixty Two Thousand Three Hundred Ninety Five Taka Only.

Prepared By: *[Signature]* 15-09-25  
Checked By: *[Signature]* 15-09-25

Reviewed By: *[Signature]* 16/9/25  
Director  
Internal Audit and Legal Department  
Shakti Foundation for Disadvantaged Women

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

**Employee Acknowledgement**

BDT 162,395 ☐ Received From/ ☐ Paid To Shakti Foundation

Signature & Date:

In Words: One Lac Sixty Two Thousand Three Hundred Ninety Five Taka Only.

checked by: *[Signature]*

# Employee Personal Bank Account Information

## Required Information

01. Employee EIN :

14462

02. Account Holder Name:

R. Rupan Biswas.

03. Bank Account No:

211103 022276.

04. Bank Name:

D.B.B.L.

05. Bank Branch Name:

06. Employee Mobile No:

017980 68390.

07. Employee Name & Signature:

Rupan Biswas. Rupan  
28.05.25

Verified By Supervisor's

Name (BM):

EIN:

Signature:

Date:

Verified By Supervisor's

Name (AS): Prodip Tikader

EIN: 20861

Signature: 

Date: 28.05.2025