

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/505

Date:23-09-2025

Employee Information

Employee Name:	Md. Riponuzzaman	Separation Effective Date:	13-Apr-25
Employee ID:	19013	Length of Service:	2 years 5 Months 21 Days
Post Name:	Accountant	Salary paid up to:	31-Mar-25
Branch / Department:	Tantar, B Baria	Separation Type:	No Longer in Service
Branch / Department Code	0531	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	3 Months 13 Days
Date of joining:	23-Oct-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-May-2023	Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01798381862
Last Working Day	12-Apr-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	27,830	12	11,132
A.Total salary Dues			11,132

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	-
DSA	2,800
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	-
Security Deposit Interest	15,000
Over Time (March & April,2025)	2,589
C.Total Additional Payment	20,389

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	27,830
Income Tax	300
D.Total Deduction	28,130
E.Total Payable / Receivable (A+B+C-D)	3,391

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	23,229	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	2,286		-
Profit on Organization Contribution	-		-
Total	25,515	Total PF Payable	-

Total Salary & Others (E)	3,391
Total Provident Fund	25,515
Total End of Service Benefit	28,906
Twenty Eight Thousand Nine Hundred Six Taka Only.	

Prepared By M. Rahman 23.09.25
Checked By [Signature] 23.09.25

**Process and Calculation
Is Audited based on
Supporting Documents**

Reviewed By Kamrul Hasan
Director

Approved By [Signature]
Senior Director &
Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT 28,906 ☐ received From/ ☐ paid To Shakti Foundation

Receiver's Name:


Signature & Date:

In Words: Twenty Eight Thousand Nine Hundred Six Taka Only.

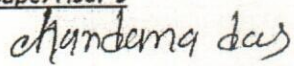
checked by [Signature]

Employee Personal Bank Account Information


Required Information

01. Employee EIN :
02. Account Holder Name:
03. Bank Account No:
04. Bank Name:
05. Bank Branch Name:
06. Employee Mobile No:
07. Employee Name & Signature:  Md. Riponuzzaman

Verified By Supervisor's

Name (BM): 

EIN: 00906

Signature: 

Date: 22/01/2020

Verified By Supervisor's

Name (AS): Humayun Kabir

EIN: 17664

Signature:

Date: 29/01/2020