

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/ 406

Date:11-09-2025

Employee Information

Employee Name:	Md. Ripon Talukdar (Separation Effective Date:	25-Apr-2025 ✓
Employee ID:	17875 ✓	Length of Service:	2 years 10 Months 13 Days
Post Name:	Microfinance Officer ✓	Salary paid up to:	31-Mar-25 ✓
Branch / Department:	Rajganj, Jashore ✓	Separation Type:	Resignation
Branch / Department Code	0511 ✓	Notice Period:	01 Month
Employment Type:	Permanent ✓	Notice Period Completed:	1 Months 0 Days
Date of joining:	12-Jun-2022 ✓	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Sep-2022 ✓	Leave without Pay (Days)	0 Days
Resignation Submission Date	25-Mar-2025 ✓	Contact Number	01681095844 ✓
Last Working Day	24-Apr-2025 ✓	Email ID :	-

Salary Information		Amount	Day's	Amount
Gross		25,078	24	20,062 ✓
A.Total salary Dues				20,062

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

Additional Payment		Amount
Baisakhi Allowance		2,006 ✓
TA & DA / Field trips		8,100 ✓
DSA		-
Motor Cycle Allowance		-
Ancholik Allowance		-
Shurakkha Bhata		-
Due Distance Allowance		-
Security Deposit		-
Security Deposit Interest		-
One month Salary		-
C.Total Additional Payment		10,106 ✓

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		300 ✓
D.Total Deduction		-
E.Total Payable / Receivable (A+B+C-D)		300
Provident Fund		29,868 ✓

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	27,923	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	3,380		-
Profit on Organization Contribution	-		-
Total	31,303	Total PF Payable	-

Total Salary & Others (E)	29,868 ✓
Total Provident Fund	31,303 ✓
Total End of Service Benefit	61,171 ✓
Sixty One Thousand One Hundred Seventy One Taka Only.	

Process and Calculation
is Audited based on
supporting documents

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

Approved By

Director

Internal Audit and Legal Department
Shakti Foundation for Disadvantaged Women

Signature & Date:

Employee Acknowledgement

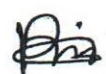
BDT 61,171 ☐ Received From/ ☐ Paid To Shakti Foundation

In Words: Sixty One Thousand One Hundred Seventy One Taka Only.

checked by
Maj

Employee Personal Bank Account Informaton

Required Information

01. Employee EIN : 17875
02. Account Holder Name: Md. Ripon Talukdar
03. Bank Account No: 1052230830001
04. Bank Name: BRAC Bank
05. Bank Branch Name: BRAC Bank Uttara Branch, Dhaka
06. Employee Mobile No: 01681095844 / 01939372591
07. Employee Name & Signature: Md. Ripon Talukdar 

Verified By Supervisor's

Name (BM): MD. MOHOSIN UDDIN

EIN: 13063

Signature: 

Date: 20/5/25

Verified By Supervisor's

Name (AS): Prodip Tikader

EIN: 20861

Signature: 

Date: 20.05.25