

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/558

Date:05-11-2025

Employee Information

Employee Name:	Ripa Rani Talukder	Separation Effective Date:	15-Aug-25
Employee ID:	21337	Length of Service:	1 years 0 Months 4 Days
Post Name:	Medical Assistant	Salary paid up to:	31-Jul-25
Branch / Department:	Jawa Bazar Sunamganj	Separation Type:	Contract Not Renewed
Branch / Department Code	4264	Notice Period:	0 Month
Employment Type:	Probationary	Notice Period Completed:	0 Month
Date of joining:	11-Aug-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01313366605
Last Working Day	14-Aug-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	15,000	14	6774
A.Total salary Dues			6,774

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	677
DSA	3,810
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	-
Security Deposit Interest	15,000
One Month Salary	759
Over Time (March & April,2025)	-
C.Total Additional Payment	20,246

Deductions	Amount (S)
Financial Misappropriation	1,213
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
Income Tax	-
D.Total Deduction	-
E.Total Payable / Receivable (A+B+C-D)	1,213
	25,807

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution		- PF Loan (Principal)	-
Organization Contribution		- PF Loan (Interest)	-
Profit on Employees Contribution			-
Profit on Organization Contribution			-
Total		- Total PF Payable	-

Total Salary & Others (E)	25,807
Total Provident Fund	-
Total End of Service Benefit	25,807

In Words: Twenty Five Thousand Eight Hundred Seven Taka Only.

Prepared By M. Rahman 05/11/25
Checked By [Signature] 05/11/25

Process and Calculation
is Audited based on
supporting documents

Reviewed By Kamrul Hasan
Director

Approved By [Signature]
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BTD 25,807	Received From/	Paid To Shakti Foundation	Receiver's Name:	Signature & Date:
In Words: Twenty Five Thousand Eight Hundred Seven Taka Only.				

checked by [Signature]

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

21337

02. Account Holder Name:

Ripa Rani Palukdar

03. Bank Account No:

0100259705066

04. Bank Name:

Janata Bank


05. Bank Branch Name:

Jawa Bazar. Sunamganj.

06. Employee Mobile No:

01313366605/01794281699


07. Employee Name & Signature:

রিপা রানী পালুকদার


Verified By Supervisor's

Name (BM): Raiib Debnath

EIN: 21372

Signature: 

Date: 20.08.25

Verified By Supervisor's

Name (AS):

EIN:

Signature:

Date: