

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/422

Date:19-05-2026

Employee Information

Employee Name:	Tosher Subro Nandi	Separation Effective Date:	28/Nov/25
Employee ID:	22760	Length of Service:	0 years 4 Months 8 Days
Post Name:	Accountant (Probationary)	Salary paid up to:	31-Oct-25
Branch / Department:	Chowmuhani, Kachua	Separation Type:	Resignation
Branch / Department Code	0626	Notice Period:	01 Month
Employment Type:	Probationary	Notice Period Completed:	0 Months 5 Days
Date of joining:	20-Jul-2025	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date	23-Nov-2025	Contact Number	01794264828
Last Working Day(As per Attendance)	27-Nov-2025	Payment Account :	Salary

Salary Information	Amount	Day's	Amount
Gross	20,000	27	18,000
A.Total salary Dues			18,000

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	1,800
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
One Month Salary	20,000
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	36,800

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Security Deposit	15,000
Security Deposit Interest	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
One Month Salary	20,000
Abashon Rent	300
Income Tax	-
D.Total Deduction	35,300
E.Total Payable / Receivable (A+B+C-D)	19,500

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)	19,500
Total Provident Fund	-
Total End of Service Benefit	19,500
Nineteen Thousand Five Hundred only	

Prepared By: Shine 19-05-26 / 2025-26
 Checked By: 2025-26
 Reviewed By: 2025-26
 Approved By: 19-05-26

Process and Calculation is Audited based on supporting documents

Md. Sharid Ali
 Assistant General Manager
 Assistant Audit Coordinator
 Internal Audit and Legal Department
 Shakti Foundation for Disadvantaged Women

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

Employee Acknowledgement
 BDT 19,500 ☐ received From/ ☐ paid To Shakti Foundation for Disadvantaged Women
 Nineteen Thousand Five Hundred only
 Signature & Date:

Checked by ME

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

22760

02. Account Holder Name:

Toshen Subro Nandi

03. Bank Account No:

2110218029257

04. Bank Name:

Prime Bank PLC.

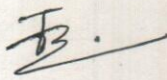
05. Bank Branch Name:

Ibrahimpur Dhaka - North

06. Employee Mobile No:

01794 264828

07. Employee Name & Signature:

Toshen Subro Nandi - 

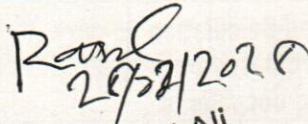
Verified By Supervisor's

Name (BM):

EIN:

Signature:

Date:


Md. Rasel Ali
Branch Manager
EIN-05132
Shakti Foundation

Verified By Supervisor's

Name (AS): Muraduzzaman

EIN: 10387

Signature:

Date: 29-12-25