

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/443

Date:29-09-2025

Employee Information

Employee Name:	Tanoy Kumar Saha	Separation Effective Date:	08/May/25
Employee ID:	13447	Length of Service:	6 years 1 Months 7 Days
Post Name:	Senior Accountant	Salary paid up to:	31-Mar-25
Branch / Department:	Narayanpur Narsingdi	Separation Type:	Resignation
Branch / Department Code	0425	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	31-Mar-2019	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Oct-2019	Leave without Pay (Days)	0 Days
Resignation Submission Date	7-Apr-2025	Contact Number	01737729292
Last Working Day	7-May-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	31,450	37	38,552
A.Total salary Dues			38,552

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	12,580	6	1	75,480
B.Total Gratuity Dues				75,480

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	4,452
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Big Branch Allowance	3,000
Security Deposit	15,000
Security Deposit Interest	2,689
Baishakhi Bonus	2,516
C.Total Additional Payment	27,657

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	-
D.Total Deduction	-
E.Total Payable / Receivable (A+B+C-D)	141,689

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	58,088	PF Loan (Principal)	-
Organization Contribution	58,088	PF Loan (Interest)	-
Profit on Employees Contribution	12,273		-
Profit on Organization Contribution	12,274		-
Total	140,723	Total PF Payable	-

Total Salary & Others (E)	141,689
Total Provident Fund	140,723
Total End of Service Benefit	282,412
Two Lakh Eighty Two Thousand Four Hundred Twelve	

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

Prepared By 29.09.25 Checked By 29.09.25 Reviewed By Ka28/9/25 Director

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

Employee Acknowledgement

BDT 282,412 ☐ Received From/ ☐ Paid To Shakti Foundation

Signature & Date:

Two Lakh Eighty Two Thousand Four Hundred Twelve

checked by
Moy

Employee Personal Bank Account Informaton

Required Information

01. Employee EIN :

13447

02. Account Holder Name:

Tanoy Kumar Saha

03. Bank Account No:

122 1030805293

04. Bank Name:

Dutch Bangla Bank

05. Bank Branch Name:

Dhaka EPZ Branch

06. Employee Mobile No:

01737-729292

07. Employee Name & Signature:

Tanoy Kumar Saha



Verified By Supervisor's

Name (BM): NAYAN MONI ROY

EIN: 19603

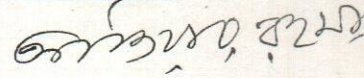
Signature:



Date: 07/04/2025

Verified By Supervisor's

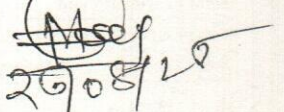
Name (AS):



EIN:

১৫৬১৭

Signature:



Date:

২৬/০৪/২৫
মোঃ আতিয়াস রহমান
এসিয়া সুপার ভাইজার
ই আই এন = ১৬০১৭
শক্তি ফাউন্ডেশন।