

Doc. Type : MI		Vendor : MI		Company Code : 1003		Fiscal Year : 2025	
Doc. Number : 2533000398		Posting Date : 27.05.2025		Company Code : 1003		Fiscal Year : 2025	
Doc. Date : 27.05.2025		Posting Date : 27.05.2025		Company Code : 1003		Fiscal Year : 2025	
Calculate Tax : <input type="checkbox"/>		F&F EMP-1883		Company Code : 1003		Fiscal Year : 2025	
Ref.Doc. :		F&F EMP-1883		Company Code : 1003		Fiscal Year : 2025	
Doc. Currency : QAR		F&F EMP-1883		Company Code : 1003		Fiscal Year : 2025	

Line	Account	Description	Posting Date	Amount	F&F Settlement Of KAIJUB MIYA EMP-1883
31	901347	KAIJUB MIYA	25330003982025	8,092.00-	F&F Settlement Of KAIJUB MIYA EMP-1883 MAY-25
40	401102	VC-Holiday Overtime	25330003982025	75.00	F&F Settlement Of KAIJUB MIYA EMP-1883 20MAR25-27MAY25
40	207001	Pay-Leave Salary	25330003982025	309.00	F&F Settlement Of KAIJUB MIYA EMP-1883 20MAR25-27MAY25
40	202000	Provision for HOSB	25330003982025	7,950.00	F&F Settlement Of KAIJUB MIYA EMP-1883 26OCT17-27MAY25
50	401500	FC-Basic Salary	25330003982025	48.00-	F&F Settlement Of KAIJUB MIYA EMP-1883 MAY-25
50	401500	FC-Basic Salary	25330003982025	194.00-	F&F Settlement Of KAIJUB MIYA EMP-1883 MAY-25

FULL & FINAL SETTLEMENT OF**EMP. NO:****Mr.Kaijub Miya****1883****DEPARTMENT & DESIGNATION****Sales-Van Salesman****TO BE RELIEVED ON****27-May-2025****Bank:****DPAY**

Basic salary	QR	1,500.00
HRA	QR	-
Other Allowance	QR	-
Transport Allowance	QR	-
Food Allowance	QR	-
Camp Boss Allowance	QR	-
Leave Category		30
Appointment date		26-Oct-17
Joining/Encashment Date		20-Mar-25

Qr**SALARY MAY'2025**

From	1-May-25	To	27-May-25	-	Paid in WPS
	27.00 days @ Qr		48.39		

OVERTIME APRIL'2025

Normal Working	0.00 hrs. @	7.81	-	Paid in WPS
Holiday - Working	32.00 hrs. @	9.38	-	

OVERTIME MAY '2025

Normal Working	0.00 hrs. @	7.81	-	
Holiday - Working	8.00 hrs. @	9.38	75.00	

LEAVE SALARY SETTLEMENT

From	20-Mar-25	To	27-May-25	69 Days	
(69 x 30) / 335 =		6.18	50.00		309.00

END OF SERVICE BENEFITS

From	26-Oct-17	To	27-May-25	2771	7,950.00
(2771 (Total) = 2771 days)			159.00 Days		
(21 / 365 x 2771)			50.00 Rate		

AIR TICKET

One-way Air Ticket Paid by company (Doha - Kathmandu)

TOTAL		8,334.00
Less: Absenteeism in May 25	1 Days	(48.00)
Less : Full salary for May 25 was paid through WPS, but the last working day (LWD) is 27/05/2025	4 Days	(194.00)
GRAND TOTAL		8,092.00

(QRs Eight Thousand Ninety Two only)

Prepared By



Asst. Manager Finance

Verified By



Asst. Manager HR

Verified By



Sr. Manager Finance

Approved By



General Manager

I, the undersigned Mr.Kaijub Miya declare that I have received with thanks from M/s DANDY Company Ltd. all my dues totaling Qr.8,092.00 (QRs Eight Thousand Ninety Two only) vide Ch. No. _____ / dated: _____ Voucher No: _____ / Date: _____

I further declare that by receiving the total amount stated above, no further amounts of any type or origin remain due from DANDY Company Ltd to myself and my signature below should be considered as a final and comprehensive settlement and discharge which cannot be revoked by me for any reason whatsoever.

Name


Mr.Kaijub Miya

Emp. No.

1883

Signature

Date





Internal Clearance Form

Date of Initiation: 29/5/25

Full Name : <u>Kajilab Rejin</u>	
Job Title : <u>SALES</u>	Employee Code : <u>1883</u>
DOJ : <u>—</u>	Last working day : <u>27/05/25</u>
Department : <u>Sales</u>	Business Unit : <u>Dandy</u>
Reporting to : <u>Sales Manager.</u>	Date of leaving : <u>—</u>

Particulars	Condition Of Return	Recoveries If Any	Charge Taken By	Signature Of Head Of Department
DEPARTMENT <ul style="list-style-type: none"> Files/Register/Documents Manuals Tools Safety Equipment 	—	—	<u>Swelip thuyppas</u> Emp: 1964	
IT <ul style="list-style-type: none"> Computer / Laptop Flash Drive Email ID Deactivation Mobile Handset Sim Card Telephone 	<u>Route handovered to</u> <u>Emp 1964</u> <u>Invoice not pending</u>	—	—	<u>Per</u> <u>29/05/25</u>
WORKSHOP <ul style="list-style-type: none"> Vehicle <u>1268.97</u> 	<u>vehicle</u>	<u>Handover Done. NO TOFF. Fines.</u>	—	—
STORES	<u>5 CRATES IN MARKET</u> <u>NO VAN STOCK VARIANCE</u>	—	—	<u>T-6/25</u> <u>01/06/2025</u>
HR/ADMINISTRATION <ul style="list-style-type: none"> Company Accommodation Health Card Insurance Card Employee ID Card Legal Case 	<u>Employee is existing Qatar</u> <u>need to book exit ticket.</u>	—	—	<u>01/06/2025</u>
FINANCE <ul style="list-style-type: none"> Advance Company Loan Any Other Bank Related <ul style="list-style-type: none"> Personal Loan Credit Card 	<u>No liability against petty cash.</u> <u>No loans and advances.</u>	—	—	<u>01/06/2025</u>

Signature (Employee) :-

Unit - HR :-