



PROVISIONAL

FULL & FINAL SETTLEMENT OF

EMP. NO:

DEPARTMENT & DESIGNATION

TO BE RELIEVED ON

Bank:

Mr.Imran Farhad Muhammadu Najeebdeen

2698

Dispatch-DATA ENTRY OPERATOR

8-Feb-2023

DPAY

Basic salary	QR	1,200.00
HRA	QR	-
Other Allowance	QR	-
Transport Allowance	QR	-
Food Allowance	QR	300.00
Camp Boss Allowance	QR	-
Leave Category		21
Appointment date		18-Sep-22
Joining/Encashment Date		18-Sep-22

Qr

SALARY FEBRUARY'2022

From	1-Feb-23	To	8-Feb-23		343.00
	8.00 days @		42.86		

OVERTIME JANUARY'2023

Normal Working	104.00 hrs.	@	6.25		650.00
Public Holiday	12.00 hrs.	@	7.50		90.00

LEAVE SALARY SETTLEMENT

From	18-Sep-22	To	8-Feb-23	144 Days		Not Eligible
(144 x 21) / 344 =		8.79	40.00		-	

END OF SERVICE BENEFITS

From	18-Sep-22	To	8-Feb-23	143		Not Eligible
(143 (Total) = 143 days)			8.23 Days			
(21 / 365 x 143)			40.00 Rate			

AIR TICKET

One-way Air Ticket Booked by company (Doha - Colombo)

TOTAL

GRAND TOTAL

(QRs One Thousand Eighty Three only)

1,083.00

1,083.00

Prepared By

Sr. Executive-Finance

Verified By

Manager HR

Verified By

Sr. Manager-Finance

I, the undersigned Mr.Imran Farhad Muhammadu Najeebdeen declare that I have received with thanks from M/s DANDY Company Ltd. all my dues totaling Qr.1,083.00 (QRs One Thousand Eighty Three 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

Emp. No.

Mr.Imran Farhad Muhammadu Najeebdeen

2698

Signature

Date



Ref: DY/006/2023

Dated: 01/February/2023

To,

Mr. Imran Farhad Muhammadu Najeebdeen
Emp Code : 2698
Department: Dispatch
Designation: Data Entry Operator


Subject : ACCEPTANCE OF YOUR RESIGNATION

Dear Imran Farhad Muhammadu Najeebdeen,

This refers to your resignation letter from the company's services.

The Management hereby accepts your resignation. You will be relieved of your responsibilities with effect from the closing hours of 8th February 2023.

You are requested to complete your handover process and submit the required internal clearance form to the Finance department.


Adnan Meerji
General Manager

01 FEB 2023

Dof - 18-Sep-22
Doha - Colombo - Doha

CC:

- HR & Admin
- Finance department

Attachments: Internal clearance form.





DANDY COMPANY LTD.

Department : FG & DISPATCH OVERTIME REPORT FOR THE MONTH OF JANUARY - 2023

SR No.	Emp no	Name	Department	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Normal OT Hours	Pub. Holiday OT Hours	Total OT
42	2698	Imran Farhad	Dispatch	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	104.00	12.00	116.00

2-2-23

[Signature]

2698 Imran Farhad



Dispatch Jan 2023-Feb 2023

1	2	3	4	5	6
01/01/23			01/01/23		

Feb

01/01/23 4
 01/01/23 4
 01/01/23 4
 01/01/23 4
 Weekly OFF
 01/01/23 4
 01/01/23 6:59 4
 01/01/23 7:06 4
 01/01/23 6:58 4
 01/01/23 6:55 4
 01/01/23 6:58 4
 01/01/23 7:00 4
 01/01/23 6:59 4
 01/01/23 6:55 4
 Weekly OFF 7:01

Jan



SEIKO PRECISION INC.

Form M

2698 Imran Farhad



Dispatch Dec 2022-Jan 2023

1	2	3	4	5	6
01/01/23			01/01/23		

Jan

01/01/23 4
 01/01/23 4
 01/01/23 4
 01/01/23 6:51 4
 01/01/23 6:55 4
 01/01/23 7:00 4
 01/01/23 6:59 4
 Weekly OFF
 01/01/23 4
 01/01/23 6:58 4
 01/01/23 7:01 4
 01/01/23 6:52 4
 01/01/23 6:56 4
 01/01/23 6:57 4
 Weekly OFF
 01/01/23 4
 01/01/23 6:58 4
 01/01/23 6:59 4
 Weekly OFF
 Absent
 01/01/23 4
 01/01/23 6:55 4
 01/01/23 6:54 4
 01/01/23 6:55 4
 01/01/23 7:00 4
 01/01/23 4
 01/01/23 6:55 4
 01/01/23 6:53 4
 01/01/23 6:55 4
 01/01/23 6:53 4
 01/01/23 6:57 4
 Absent

Dec



SEIKO PRECISION INC.

Form M

Handwritten signature or initials.

Dandy Company Ltd

PO Box: 2239

Doha

Qatar

Breakup of Cost Centre

Group Summary

1-Jan-2011 to 2-Feb-2023

Page 1

Particulars	Cost Centre: 2698 Imran Farhad Muhammadu Najeebdeen		
	Transactions		Closing Balance
	Debit	Credit	
Loans & Advances	400.00	400.00	
Grand Total	400.00	400.00	



Internal Clearance Form

Date of Initiation: 02.02.2023

Full Name : Mohammed najeed deen Imran Farhad

Job Title : Data entry operator

Employee Code : 2698

DOJ : 18.09.2022

Last working day : 07.02.2023

Department : Dispatch

Business Unit : Dandy

Reporting to : Supervisor / Afrooz

Date of leaving : 08.02.2023

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 	—	—	Md. Sajjad Hussain	2-2-23
IT <ul style="list-style-type: none"> Computer / Laptop Flash Drive Email ID Deactivation Mobile Handset Sim Card Telephone 	—	—	—	—
WORKSHOP <ul style="list-style-type: none"> Vehicle 	—	—	—	2/2/23
STORES	—	—	—	2-2-23
HR/ADMINISTRATION <ul style="list-style-type: none"> Company Accommodation Health Card Insurance Card Employee ID Card Legal Case 	—	—	—	
FINANCE <ul style="list-style-type: none"> Advance Company Loan Any Other Bank Related <ul style="list-style-type: none"> Personal Loan Credit Card 	No liability with petty cash No loans and advances			2/2/2023 2/2/2023

Signature (Employee) :-

Unit - HR :-

Dandy Company Ltd

PO Box: 2239

Doha

Qatar

Employee Salary Structure Details
for January-2012

Page 1

Name : 2698 Imran Farhad Muhammadu Najeebdeen (2698)

Under : 14 General Despatch
(# Primary)

Salary Details

Effective From	Pay Head	Rate	Per	Pay Head Type	Calculation Type	Computed On
18-Sep-2022	01 Basic	1,200.00	Months	Earnings for Employees	On Attendance	
	46 Food Allowance	300.00	Months	Earnings for Employees	On Attendance	
	06 Friday Allowance			Earnings for Employees	As User Defined Value	
	07 Overtime Payments			Earnings for Employees	On Production	
	08 Absentism During Previous Month	1,500.00	Months	Deductions from Employees	On Attendance	
	10 Salary Arriars	1,500.00	Months	Earnings for Employees	On Attendance	
	11 Unspecified Leave Payments			Earnings for Employees	As User Defined Value	
	15 Other Deductions			Loans and Advances	As User Defined Value	
	17 Loan/Advances			Loans and Advances	As User Defined Value	
	18 Overtime Arriars			Earnings for Employees	As User Defined Value	
	22 Bonus Payments			Earnings for Employees	As User Defined Value	
	23 Dispatch - Loading Allowance			Earnings for Employees	As User Defined Value	
	24 Public Holiday OT Payments	7.50		Earnings for Employees	On Production	
	31 Other Payments			Earnings for Employees	As User Defined Value	
	35 Current Month Absents	1,500.00	Months	Deductions from Employees	On Attendance	
	36 31Days Last Month Absent	1,500.00	Months	Deductions from Employees	On Attendance	
	37 30 Days Last Month Absent	1,500.00	Months	Deductions from Employees	On Attendance	
	38 Current Month Salary Arrears	1,500.00	Months	Earnings for Employees	On Attendance	
	39 30 Dyas Salary Arrears	1,500.00	Months	Earnings for Employees	On Attendance	
	40 31 Dyas Salary Arrears	1,500.00	Months	Earnings for Employees	On Attendance	
	41 29 Dyas Salary Arrears	1,500.00	Months	Earnings for Employees	On Attendance	
	42 28 Dyas Salary Arrears	1,500.00	Months	Earnings for Employees	On Attendance	
	43 28 Days Last Month Absent	1,500.00	Months	Deductions from Employees	On Attendance	
	44 29 Days Last Month Absent	1,500.00	Months	Deductions from Employees	On Attendance	
	45 Salary Deferral			Deductions from Employees	As User Defined Value	

Dandy Company Ltd

PO Box: 2239

Doha

Qatar

Pay Slip

for January-2023

2698 Imran Farhad Muhammadu Najeebdeen

Employee Number: 2698 Income Tax Number (PAN):
Function : Dispatch
Designation : Data Entry Operator
Location : Dandy Co.
Bank Details :
Date of Joining : 18-Sep-2022

Attendance Details	Value
31 Days Last Month Absent	2 Days
Attendance	31 Days
Public Holiday Overtime	12 OTHours
Working Day Overtime	55 OTHours

Earnings	Amount	Deductions	Amount
Basic	1,200.00	Last Month Absenteeism	97.00
Food Allowance	300.00		
Overtime Payments	344.00		
Public Holiday OT Payments	92.00		
Total Earnings	1,936.00	Total Deductions	97.00
		Net Amount	Qr 1,839.00

Amount (in words) :

Qatar Riyal One Thousand Eight Hundred Thirty Nine Only

for Dandy Company Ltd

Authorised Signatory

2698 Imran Farhad

Dispatch Dec 2022-Jan 2023

1	2	3	4	5	6
1901				012	OFF
1901			W 6:56	4	
1904			W 6:51	4	
1905			W 6:55	4	
1906			W 7:00	4	
1901			W 6:59	4	
Weekly OFF			W 6:56		
1902				4	
1906			W 6:58	4	
1905			W 7:01	4	
1905			W 6:52	4	
1902			W 6:56	4	
1902			W 6:57	4	
Weekly OFF			W 6:54		
1959				4	
1900			W 6:58	4	
1903			W 6:50	4	
Weekly OFF			W 7:00		
Absent					
1901				4	
1902			W 6:53	4	
1904			W 6:54	4	
1903			W 6:55	4	
Weekly OFF			W 7:03		
1906				4	
1900			W 6:55	4	
1900			W 6:53	4	
1903			W 6:55	4	
1958			W 6:53	4	
Absent			W 6:57		



SEIKO PRECISION INC.

Form M

2698 Imran Farhad

Dispatch Jan 2023-Feb 2023

1	2	3	4	5	6
19:35			19:57		
19:35					
1901			W 7:03	4	
1901			W 6:59	4	
1903			W 6:59	4	
1900			W 6:54	4	
Weekly OFF			W 6:57		
1900				4	
1903			W 6:59	4	
1902			W 7:06	4	
1902			W 6:58	4	
1902			W 6:55	4	
1900			W 6:58	4	
1900			W 7:00	4	
1908			W 6:59	4	
1905			W 6:55	4	
Weekly OFF			W 7:01		



SEIKO PRECISION INC.

Form M



Ref: DY/006/2023

Dated: 01/February/2023

To,

Mr. Imran Farhad Muhammadu Najeebdeen

Emp Code : 2698

Department: Dispatch

Designation: Data Entry Operator


Subject : ACCEPTANCE OF YOUR RESIGNATION

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Adnan Meerji
General Manager

01 FEB 2023

Def - 18-Sep-22
Doha-Colombo-Doha

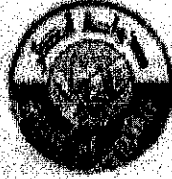
CC:

- HR & Admin
- Finance department

Attachments: Internal clearance form.



State Of Qatar
Residency Permit



دولة قطر 2698
رخصة إقامة

ID.No: 30114402461 الرقم الشخصي:
D.O.B.: 07/07/2001 تاريخ الميلاد:
Expiry: 17/09/2023 الصلاحية:
سريلانكا الجنسية:

Nationality: SRILANKA

Occupation: مسالح المهنة:

الاسم: عمران فارهاد ومحمد نجيب الدين

Name: IMRAN FARHAD MUHAMMADU NAJEEBDEEN

Passport Number:

N9068176

رقم جواز السفر:

Passport Expiry:

11/10/2031

تاريخ انتهاء الجواز:

Serial No:

30130114402461

الرقم المسلسل:

Residency Type:

عمل

نوع الرخصة:

Employer:

شركة دائري المحدودة

المستقدم:

مدير عام الإدارة العامة للجوازات
General Director of the General
Directorate of Passports

توقيع حامل البطاقة
Holder's signature

