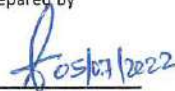
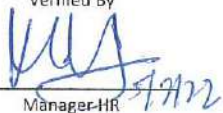



FINAL	
FULL & FINAL SETTLEMENT OF	
EMP. NO:	Mr.Sumith Manjula Kandegamaralage
DEPARTMENT & DESIGNATION	1686
TO BE RELIEVED ON	Marketing-Shelf Stacker
Bank:	30-Jun-2022
	DPAY
Basic salary	QR 1,000.00
HRA	QR -
Other Allowance	QR -
Transport Allowance	QR -
Food Allowance	QR 300.00
Camp Boss Allowance	QR -
Leave Category	21
Appointment date	19-Aug-2017
Joining/Encashment Date	21-Aug-20
SALARY JUNE'2022	
From 1-Jun-22 To 30-Jun-22	
30.00 days @ Qr	33.33
Paid In WPS	
FOOD ALLOWANCE JUNE'2022	
From 1-Jun-22 To 30-Jun-22	
30.00 days @ Qr	10.00
Paid In WPS	
OVERTIME JUNE'2022	
Normal Working 0.00 hrs. @	5.21
Public Holiday 32.00 hrs. @	6.25
	200.00
LEAVE SALARY SETTLEMENT	
From 21-Aug-20 To 19-Jan-22	517 Days
(517 x 21) / 344 =	31.56
	33.33
	1,052.00
From 20-Feb-22 To 30-Jun-22	131 Days
(131 x 21) / 344 =	8.00
	33.33
	267.00
END OF SERVICE BENEFITS	
From 19-Aug-2017 To 30-Jun-22	1776
(1776 (Total) = 1776 days)	102.18 Days
(21 / 365 x 1776)	33.33 Rate
	3,406.00
AIR TICKET	
Return Air Ticket Paid for (Doha - Colombo-Doha) for the period of (21/08/2020 to 19/01/2022)	2,250.00
One-way Air Ticket Booked by company (Doha - Colombo)	-
GRAND TOTAL	7,175.00
(QRs Seven Thousand One Hundred Seventy Five only)	
Prepared By	Verified By
	
Sr. Accountant	Manager-HR
	Verified By
	
	Sr. Manager-Finance
I, the undersigned Mr.Sumith Manjula Kandegamaralage declare that I have received with thanks from M/s DANDY Company Ltd. all my dues totaling Qr.7,175.00 (QRs Seven Thousand One Hundred Seventy Five 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.Sumith Manjula Kandegamaralage
Emp. No.	1686
Signature	_____
Date	_____



Ref: DY/051/2022

Dated: 29/June/2022

To,

Mr. Sumith Manjula Kandegamaralalage

Emp Code : 1686

Department: Marketing

Designation: Shelf Stacker

Subject : ACCEPTANCE OF YOUR RESIGNATION

Dear Sumith Manjula Kandegamaralalage,

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 30th June 2022.

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

Adnan Meerji
General Manager

DQJ-19-A4g-17

Doha - Colombo - Doha

03 JUL 2022

CC:

- HR & Admin
- Finance department

Attachments: Internal clearance form.



Fare sheet for the Month of Mar 2020

Destination		Economy Class - OW			Economy Class - RT		
		Adult	Child	Infant	Adult	Child	Infant
ABUJA	NIGERIA	2620	2210	240	4900	3980	390
AMRITSAR	INDIA	2100	1650	380	4150	2850	550
AMMAN	JORDAN	1850	1450	320	3250	2650	750
ASMARA	ERITREA	1850	1550	240	3000	2600	390
AHMEDABAD	INDIA	2060	1650	320	3250	2600	490
ALGERIS	ALGERIA	3110	2400	400	4929	3840	620
ALEXANDRIA	EGYPT	1580	1330	210	3100	2750	620
AURANGABAD	INDIA	1320	1320	310	2100	2100	490
BANGALORE	INDIA	1900	1500	310	2980	2400	420
BELGAUM	INDIA	1200	1050	310	1980	1720	440
BHOPAL	INDIA	1100	1100	310	1650	1650	510
BEIRUT	LEBANON	1680	1300	290	2700	2100	450
CALICUT	INDIA	1450	1120	210	2250	1900	410
CASABLANCA	MOROCCO	2500	1930	320	3850	3040	480
CAIRO	EGYPT	1580	1330	210	3100	2750	620
COCHIN	INDIA	1315	1080	250	2250	1850	450
CHENNAI	INDIA	1700	1350	350	2550	2100	520
COLOMBO	SRILANKA	1250	1040	240	2250	1850	500
COIMBATORE	INDIA	1350	1350	470	2000	2000	720
CHITTAGONG	BANGLADESH	1230	1000	290	1980	1650	410
DAMASCUS	SYRIA						
DELHI	INDIA	1400	1130	290	2300	1800	410
DHAKA	BANGLADESH	1510	1250	250	2550	2100	430
FAISALABAD	PAKISTAN	1465	1100	220	2620	2150	510
GOA	INDIA	1970	1500	450	3200	2550	560
HYDERABAD	INDIA	1900	1500	310	2980	2400	420
ISTANBUL	TURKEY	1750	1390	310	2850	2250	480
ISLAMABAD	PAKISTAN	1510	1250	250	2550	2100	540

Month : Jun-22

SN	Emp Code	Name	Job title	Department	Fridays	Public Holidays	No of Days	OT Hrs	Total Hrs	OT @ 1.5	Remarks /Justification
1	1586	Sumith Manjula Kandegamara	Merchandiser/ Shelf Stacker	Marketing	4	0	4	8	32	48	


HR Department

NO. 1686 NAME Montula
DEPT. Marketing
PAY PERIOD ENDING Jun-2022

	REGULAR TIME		OVER TIME	
	IN	OUT	IN	OUT
1	0540	1400		
2	0550	1400		
3	0550	1400		
4	0540	1400		
5	0540	1400		
6	0540	1400		
7	0540	1400		
8	0540	1400		
9	0540	1400		
10	0540	1400		
11	0540	1400		
12	0540	1400		
13	0540	1400		
14	0540	1400		
15	0540	1400		

signature

NO. 1686 NAME Montula
DEPT. Marketing
PAY PERIOD ENDING May-2022

	REGULAR TIME		OVER TIME	
	IN	OUT	IN	OUT
16	0545	1400		
17	0540	1400		
18	0550	1400		
19	0540	1400		
20	0540	1400		
21	0530	1400		
22	0545	1400		
23	0545	1400		
24	0540	1400		
25	0545	1400		
26	0540	1400		
27	0545	1400		
28	0540	1400		
29	0545	1400		
30	0540	1400		
31	0540	1400		

signature

NO. 1686 NAME Montula
DEPT. Marketing
PAY PERIOD ENDING Jun-2022

	REGULAR TIME		OVER TIME	
	IN	OUT	IN	OUT
16				
17	0540	1400		
18	0540	1400		
19	0540	1400		
20	0540	1400		
21	0535	1400		
22	0540	1400		
23	0540	1400		
24	0540	1400		
25	0540	1400		
26	0540	1400		
27	0540	1400		
28	0540	1400		
29	0540	1400		
30	0540	1400		
31				

signature



Internal Clearance Form

Date of Initiation: 02/7/2022

Full Name : Saumith manjula

Job Title : Shelf Stocker

Employee Code : 1686

DOJ : 19/8/2017

Last working day : 30/6/2022

Department : Sales & Marketing

Business Unit : Dandy

Reporting to : Mr. Adnan

Date of leaving :

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 	—	—	None	Adnan 04/07/2022
IT <ul style="list-style-type: none"> Computer / Laptop Flash Drive Email ID Deactivation Mobile Handset Sim Card (No sim card) Telephone 	—	—	—	Adnan 04/07/2022
WORKSHOP <ul style="list-style-type: none"> Vehicle 	N/A	N/A	N/A	Adnan 4/7/2022
STORES	—	—	—	N/A
HR/ADMINISTRATION <ul style="list-style-type: none"> Company Accommodation Health Card Insurance Card Employee ID Card Legal Case 	—	—	—	Adnan
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 SALARY ADVANCE OR LOAN OUE WITH A/C			Adnan 4/7/2022

Signature (Employee) :-

Unit - HR :-

Dandy Company Ltd

PO Box: 2239

Doha

Qatar

Breakup of Cost Centre

Group Summary

1-Jan-2011 to 3-Jul-2022

Page 1

Particulars	Cost Centre: 1686 Sumith Manjula Kandegamaralage		
	Transactions		Closing Balance
	Debit	Credit	
Loans & Advances	840.00	840.00	
Grand Total	840.00	840.00	

Dandy Company Ltd

PO Box: 2239

Doha

Qatar

**Employee Salary Structure Details
for period 1-Jan-2012 to 3-Jul-2022**

Page 1

Name : 1686 Sumith Manjula Kandegamaralage (1686)

Under : 19 Sales MT
(2 Dairy Sales)

Salary Details

Effective From	Pay Head	Rate	Per	Pay Head Type	Calculation Type	Computed On
1-May-2021	01 Basic	1,000.00	Months	Earnings for Employees	On Attendance	
	46 Food Allowance	300.00	Months	Earnings for Employees	On Attendance	
	05 Commission			Earnings for Employees	As User Defined Value	
	06 Friday Allowance			Earnings for Employees	As User Defined Value	
	08 Absentism During Previous Month	1,300.00	Months	Deductions from Employees	On Attendance	
	09 Commission Arriars			Earnings for Employees	As User Defined Value	
	10 Salary Arriars	1,300.00	Months	Earnings for Employees	On Attendance	
	11 Unspecified Leave Payments			Earnings for Employees	As User Defined Value	
	13 Vehicles Radar Fine			Loans and Advances	As User Defined Value	
	14 Route Cash Shortage			Loans and Advances	As User Defined Value	
	15 Other Deductions			Loans and Advances	As User Defined Value	
	16 Vehicles Accident Expenses			Loans and Advances	As User Defined Value	
	17 Loan/Advances			Loans and Advances	As User Defined Value	
	20 Friday Allowance Arriars			Earnings for Employees	As User Defined Value	
	22 Bonus Payments			Earnings for Employees	As User Defined Value	
	25 Driving Licence School Fees			Loans and Advances	As User Defined Value	
	26 Other Overtime			Earnings for Employees	As User Defined Value	
	27 Other Incentives			Earnings for Employees	As User Defined Value	
	31 Other Payments			Earnings for Employees	As User Defined Value	
	07 Overtime Payments	5.21		Earnings for Employees	On Production	
	24 Public Holiday OT Payments	6.25	OTHours	Earnings for Employees	On Production	
	47 12Days Basic			Earnings for Employees	As User Defined Value	
	48 12 Days Other Allowance			Earnings for Employees	As User Defined Value	
	49 12 Days Food Allowance			Earnings for Employees	As User Defined Value	
	35 Current Month Absents	1,300.00	Months	Deductions from Employees	On Attendance	
	36 31Days Last Month Absent	1,300.00	Months	Deductions from Employees	On Attendance	
	37 30 Days Last Month Absent	1,300.00	Months	Deductions from Employees	On Attendance	
	38 Current Month Salary Arrears	1,300.00	Months	Earnings for Employees	On Attendance	
	39 30 Dias Salary Arrears	1,300.00	Months	Earnings for Employees	On Attendance	
	40 31 Dias Salary Arrears	1,300.00	Months	Earnings for Employees	On Attendance	
	41 29 Dias Salary Arrears	1,300.00	Months	Earnings for Employees	On Attendance	
	42 28 Dias Salary Arrears	1,300.00	Months	Earnings for Employees	On Attendance	
	43 28 Days Last Month Absent	1,300.00	Months	Deductions from Employees	On Attendance	
	44 29 Days Last Month Absent	1,300.00	Months	Deductions from Employees	On Attendance	
	45 Salary Deferral			Deductions from Employees	As User Defined Value	

State Of Qatar
Residency Permit



دولة قطر
رخصة إقامة

No: 27514411821 الرقم الشخصي:
D.O.B.: 08/08/1975 تاريخ الميلاد:
Expiry: 24/09/2022 الصلاحية:
Nationality: SRILANKA الجنسية:
Occupation: فورمان المهنة:



الاسم: سوميث مانجولا كانديغامبالالاجه

Name: SUMITH MANJULA KANDEGAMAPALALAGE

Passport Number: N3115122 رقم جواز السفر:
Passport Expiry: 27/02/2022 تاريخ انتهاء الجواز:
Serial No: 30527514411821 الرقم المستعمل:
Residency Type: عمل نوع الرخصة:
Employer: شركة مالدين المحدودة الموظف:

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

توقيع حامل البطاقة
Holder's signature

Sumith

