

**Dandy Company Ltd**

Street No:02, Gate No:160, Industrial Area,  
Doha - 2239  
Qatar

**SUNDRY PAYMENT VOUCHER**

Voucher Number DPFSNP00013-0722 Payment Category: Bank Cash Transfer Finance Book DPF\_FB

**OU Address**

Street No:02, Gate No:160 Industrial Area  
Doha-2239 ,Qatar

**Payment Information**

Payee Mr. Uzer Azmatulla Deshmukh  
Pay date 27/07/2022 Exchange 1.000000 Pay Amount 1,918.00 Payment Method Regular  
Pay route Bank Pay Currency QAR Bank/Cash Code BBQ-QAR-100001907057-DPF Desc. BBQ QAR-Current A/C No.100001907057 DPF  
Payment Release Point DANDY\_PF Charge Parameter  
Voucher Paid Created By IMRANSARGURO Ref.Doc.No CHQ. # 00000820  
Header Reimbursement of Full & Final settlement of Mr. Mohammed Najeer Sahith Jawfar - 2538 (Cheque prepared on Mr. Uzer Azmatulla Deshmukh name)

**Instrument**

Instrument No. 00000820 Instrument date 27/07/2022 Bank Charges Voiding Document No.  
Voiding date Bank Ref. No. Direct Debit Date

**Voucher Information**

Receiving Bank	Usage Id	Account Code	Dr /	Amount	Account Code Description	Cost Center	Analysis Code	Remarks
PETTY-CASH- CASHIER	INTRAFBFS	12019900001	Dr	1,918.00	Bank Cash Transfer QAR			Reimbursement of Full & Final settlement of Mr. Mohammed Najeer Sahith Jawfar - 2538 (Cheque prepared on Mr. Uzer Azmatulla Deshmukh name)

1,918.00

Authorized Signatory

Amount in Words Qatari Riyal One Thousand Nine Hundred and Eighteen Only

<<<End Of Report>>>

**Dandy Company Ltd**

Street No:02, Gate No:160, Industrial Area,  
Doha - 2239  
Qatar

**SUNDRY PAYMENT VOUCHER**

Voucher Number DPF8NP00011-0722 Payment Category: Sundry Payment Finance Book DPF\_FB

**OU Address**

Street No:02, Gate No:160 Industrial Area  
Doha-2239 ,Qatar

**Payment Information**

Payee Mr. Mohammed Najeer Sahith Jawfar - 2538

Pay date 27/07/2022 Exchange 1.000000 Pay Amount 1,818.00 Payment Method Regular

Pay route Cash Pay Currency QAR Bank/Cash Code PETTY-CASH-CASHIER Desc. PETTY CASH-CASHIER

Payment Release Point DANDY\_PF Charge Parameter Pay Mode Cash Medium

Voucher Paid Created By IMRANSARGURO Ref.Doc.No FNF Paid by cash

Header Full & Final Settlement of Mr. Mohammed Najeer Sahith Jawfar - 2538

**Instrument**

Instrument No. Instrument date 27/07/2022 Bank Charges Voiding Document No.

Voiding date Bank Ref. No. Direct Debit Date

**Voucher Information**

Receiving Bank	Usage Id	Account Code	Dr /	Amount	Account Code Description	Cost Center	Analysis Code	Remarks
		12030600099	Cr	831.00	Advance to Employees- Others		EMP	Deduction of Hotel Quarantine balance amount - 831 Full & Final Settlement of Mr. Mohammed Najeer Sahith Jawfar - 2538
		22010100001	Dr	830.00	Provision for EOSB			End of Service Benefits - 830 (12/05/21 to 18/07/22) Full & Final Settlement of Mr. Mohammed Najeer Sahith Jawfar - 2538
		230104000002	Dr	575.00	Payable - Leave Salary			Leave Salary Allowance (Up to relieved date 18/07/2022) - 575 (12/05/21 to 18/07/22) Full & Final Settlement of Mr. Mohammed Najeer Sahith Jawfar - 2538
		42020100012	Dr	167.00	DC - Normal Overtime	PROD-DPF	THERM	Normal Overtime - 167 (32 hrs @ 5.21, June 2022) Full & Final Settlement of Mr. Mohammed Najeer Sahith Jawfar - 2538
		42020100012	Dr	479.00	DC - Normal Overtime	PROD-DPF	THERM	Normal Overtime - 479 (92 hrs @ 5.21, May 2022) Full & Final Settlement of Mr. Mohammed Najeer Sahith Jawfar - 2538
		42020100013	Dr	300.00	DC - Holiday Overtime	PROD-DPF	THERM	Public Holiday Overtime - 300 (48 hrs @ 6.25, May 2022) Full & Final Settlement of Mr. Mohammed Najeer Sahith Jawfar - 2538
		42020100013	Dr	63.00	DC - Holiday Overtime	PROD-DPF	THERM	Public Holiday Overtime - 63 (10 hrs @ 5.25, June 2022) Full & Final Settlement of Mr. Mohammed Najeer Sahith Jawfar - 2538
		42020200001	Cr	126.00	DC - Basic Salary	PROD-DPF	THERM	Absenteeism (03 Day) Full & Final Settlement of Mr. Mohammed Najeer Sahith Jawfar - 2538
		42020200001	Dr	461.00	DC - Basic Salary	PROD-DPF	THERM	Basic Salary - 461 (01/06/22 to 12/06/22) Full & Final Settlement of Mr. Mohammed Najeer Sahith Jawfar - 2538

1,918.00

Authorized Signatory

Amount in Words      Qatari Riyal One Thousand Nine Hundred and Eighteen Only

<<<End Of Report>>>



FULL & FINAL SETTLEMENT OF  
EMP. NO:  
DEPARTMENT & DESIGNATION  
TO BE RELIEVED ON

Mohammed Najeer Sahith Jawfar  
2538  
Labour - Production - Thermo  
18-Jul-22

Basic salary	QR	1,000.00
HRA	QR	-
Food Allowance	QR	300.00
Transport Allowance	QR	-
Leave Category		21
Appointment date		12-05-21
Joining/Encashment Date		12-05-21

Qr

**SALARY June - 2022**

From	1-Jun-22	To	12-Jun-22	
	11.00 days @	Qr	41.94	461

**OVERTIME MAY - 2022**

Normal Working	92.00 hrs. @	5.21	479
Public Holiday	48.00 hrs. @	6.25	300

**OVERTIME JUNE - 2022**

Normal Working	32.00 hrs. @	5.21	167
Public Holiday	10.00 hrs. @	6.25	63

**LEAVE SALARY SETTLEMENT (Up to relieved date - 18/07/22)**

From	12-May-21	To	18-Jul-22	433 Days	
(433 x 21) / 527 =		17.25	33.33		575

**END OF SERVICE BENEFITS**

From	12-May-21	To	18-Jul-22	433	830
			24.91 Days		

**AIR TICKET**

Exit ticket amount of air fare - Sector (Doh-Colombo) ticket will be provide by company

TOTAL

Less: Absenteeism (3Days)

Less: Hotel Quarantine

GRAND TOTAL

2,875

(126)

(831)

1,918

(QRs One Thousand Nine Hundred Eighteen only)

Prepared By:

*[Signature]*  
27/07/22

Senior Executive Finance

Verified By

*[Signature]*  
27/07/22

Manager HR

Verified By

*[Signature]*  
27/07/22

Manager Finance

I, the undersigned Mohammed Najeer Sahith Jawfar declare that I have received with thanks from M/s DANDY Company Ltd. all my dues totaling Qr.1,918 (QRs One Thousand Nine Hundred Eighteen only) Paid by cash Voucher No: DPFSNP00011-0722/Date: 27/07/2022

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: Mohammed Najeer Sahith Jawfar  
Emp. No. 2538

Signature

*[Signature]*

Date

27-7-22

Signature

Ref: DY/048/2022

Dated: 18/July/2022

To,

Mr. Mohommed Najeer Sahith Jawfar  
Emp Code : 2538  
Department: Production  
Designation: Labour

Subject : ACCEPTANCE OF YOUR RESIGNATION

Dear Mohommed Najeer Sahith Jawfar,

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 18<sup>th</sup> July 2022.

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



Adnan Meerji  
General Manager

CC:

- HR & Admin
- Finance department

Attachments: Internal clearance form.





### Internal Clearance Form

Date of Initiation: 18/7/22

Full Name : Md Najeer.

Job Title : Helper.

Employee Code : 2538

DOJ : -




Last working day : 18/7/22.

Department : Production.

Business Unit : Dandy (Premier plastic)

Reporting to : Production Manager.

Date of leaving : -

Particulars	Condition Of Return	Recoveries If Any	Charge Taken By	Signature Of Head Of Department
<b>DEPARTMENT</b> <ul style="list-style-type: none"> <li>Files/Register/Documents</li> <li>Manuals</li> <li>Tools</li> <li>Safety Equipment</li> </ul>	-	-	-	 18/7/2022
<b>IT</b> <ul style="list-style-type: none"> <li>Computer / Laptop</li> <li>Flash Drive</li> <li>Email ID Deactivation</li> <li>Mobile Handset</li> <li>Sim Card</li> <li>Telephone</li> </ul>	-	-	-	NA
<b>WORKSHOP</b> <ul style="list-style-type: none"> <li>Vehicle</li> </ul>	-	-	-	NA
<b>STORES</b>	-	-	-	NA
<b>HR/ADMINISTRATION</b> <ul style="list-style-type: none"> <li>Company Accommodation</li> <li>Health Card</li> <li>Insurance Card</li> <li>Employee ID Card</li> <li>Legal Case</li> </ul>	-	-	-	
<b>FINANCE</b> <ul style="list-style-type: none"> <li>Advance</li> <li>Company Loan</li> <li>Any Other</li> <li>Bank Related <ul style="list-style-type: none"> <li>Personal Loan</li> <li>Credit Card</li> </ul> </li> </ul>	QR. 831/- of Hotel Quarantine amt will be deducted while process full & final settlement.			

Signature (Employee) :-

Unit - HR :-





O.T. SHEET  
FOR THE MONTH OF MAY 2022

SNO	CODE	NAME	SLOT	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	TOTAL	SCHOOL YEAR FROM	SCHOOL YEAR TO	No. of absent days		TOTAL																
																		DAY	TOT																	
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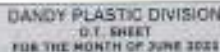
Department Head:

Authorised &amp; Agreed By:

## Summary

Signature: \_\_\_\_\_



Department Head

Author's address: Department of Psychology, University of Illinois at Chicago, Chicago, IL 60607, USA.

TABLE 1. Continued

Absent from 13<sup>th</sup> June 2022 till  
date.  
July 0 Attendance.



Mohd. Najeer (Emp. # 2538) - Hotel Quarantine Deduction Details

	Amount in Qr.	Remarks
Total Quarantine Hotel Deduction amt.	3,831.00	
Less :- Deduction done by Dandy	1,750.00	Confirm with Dandy Finance
<b>Bal. amt. need to be deduct after transferring from Dandy to DPF</b>	<b>2,081.00</b>	<b>As per details shared by Dandy Finance</b>
Less :- Deduction from Jan. 22 salary	(250.00)	
Less :- Deduction from Feb. 22 salary	(250.00)	
Less :- Deduction from March 22 salary	(250.00)	
Less :- Deduction from April 22 salary	(250.00)	
Less :- Deduction from May 22 salary	(250.00)	
<b>Amt. to deduct</b>	<b>831.00</b>	



  
23/07/22

Dandy Company Ltd. (Plastic Factory Division)

P.O. Box: 2239

Doha, Qatar

Ref: PPCHR/2538/27-07-2022/001

I, the undersigned **Mr. Mohommed Najeer Sahith Jawfar** declare that I have received with thanks from **M/s. Dandy Co. Ltd** all my dues relating to EOSB and others totaling **Qatar Riyals: 1,918.00 (Qatar Riyals: One Thousand Nine Hundred Eighteen only) paid by cash.**

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

Name of employee: **Mr. Mohommed Najeer Sahith Jawfar**

Signature: \_\_\_\_\_

*NW*

Date: \_\_\_\_\_

*27-7-22*

Left Thumb impression: \_\_\_\_\_

