

FINAL			
<b>FULL &amp; FINAL SETTLEMENT OF</b>		Mr.Sudan K C	
<b>EMP. NO:</b>		2238	
<b>DEPARTMENT &amp; DESIGNATION</b>		Marketing-Shelf Stacker	
<b>TO BE RELIEVED ON</b>		30-Jun-2022	
<b>Bank:</b>		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		28-May-18	
Joining/Encashment Date		28-May-21	
<u>Qr</u>			
<b>SALARY JUNE'2022</b>			
From	1-Jun-22	To	30-Jun-22
	30.00 days @ Qr		33.33
<b>FOOD ALLOWANCE JUNE'2022</b>			
From	1-Jun-22	To	30-Jun-22
	30.00 days @ Qr		10.00
<b>OVERTIME JUNE'2022</b>			
Normal Working	0.00 hrs. @		5.21
Public Holiday	32.00 hrs. @		6.25
			200.00
<b>LEAVE SALARY SETTLEMENT</b>			
From	28-May-21	To	30-Jun-22
( 399 x 21 ) / 344 =	24.36		33.33
			<b>812.00</b>
<b>END OF SERVICE BENEFITS</b>			
From	28-May-18	To	30-Jun-22
( 1494 (Total) = 1494 days)		85.96 Days	1494
( 21 / 365 x 1494 )		33.33 Rate	<b>2,865.00</b>
<b>AIR TICKET</b>			
One-way Air Ticket Booked by company ( Doha - Kathmandu )			
<b>GRAND TOTAL</b>			
<b>3,877.00</b>			
(QRs Three Thousand Eight Hundred Seventy Seven only)			
Prepared By  Sr. Accountant	Verified By  Manager HR	Verified By  Sr. Manager Finance	
I, the undersigned Mr.Sudan K C declare that I have received with thanks from M/s DANDY Company Ltd. all my dues totaling QR.3,877.00 (QRs Three Thousand Eight Hundred Seventy Seven 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.Sudan K C 2238		
Signature Date			

Ref: DY/046/2022

Dated: 07/June/2022

To,

Mr. Sudan K C  
Emp Code : 2238  
Department: Marketing  
Designation: Shelf Stacker

Subject : ACCEPTANCE OF YOUR RESIGNATION

Dear Sudan K C,

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 30<sup>th</sup> June 2022.

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

08 JUN 2022

Adnan Meerji  
General Manager

28-may-18

Dahan ktm - Daker

CC:

- HR & Admin
- Finance department

Attachments: Internal clearance form.



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	2238	Sudan K C	Merchandiser/ Shelf Stacker	Marketing	4	0	4	8	32	48	

W  
K  
C

NO.	NAME	1
2238	Sudan kec	
DEPT.	PAY PERIOD ENDING	
Marketing Jun-2022		

	REGULAR TIME		OVER TIME	
	IN	OUT	IN	OUT
1	0540	1430		
2	0600	1450		
3	0550	1400		
4	0550	1400		
5	0600	1430		
6	0510	1400		
7	0545	1400		
8	0550	1400		
9	0550	1400		
10	0550	1400		
11	0545	1400		
12	0550	1400		
13	0540	1400		
14	0550	1400		
15	0545	1400		

signature

NO.	NAME	2
2238	sudan kec	
DEPT.	PAY PERIOD ENDING	
Marketing Jun-2022		

	REGULAR TIME		OVER TIME	
	IN	OUT	IN	OUT
16	0550	1400		
17	0550	1400		
18	0540	1400		
19	0545	1400		
20	0540	1400		
21	0545	1400		
22	0540	1400		
23	0550	1400		
24	0545	1400		
25	0540	1450		
26	0550	1400		
27	0540	1400		
28	0540	1400		
29	0545	1400		
30	0545	1400		
31				

signature

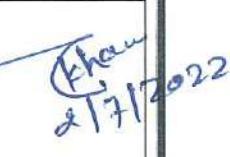
June absenteesim

Zero

W.M

### Internal Clearance Form

Date of Initiation: 2/7/2022

Full Name : Sudan KC Job Title : Shelf Sticker Employee Code : 2238 DOJ : Last working day : 30 June - 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
<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>	—	—	No replacement	
<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 <input checked="" type="checkbox"/></li> <li>• Telephone</li> </ul>	No	No	No	
<b>WORKSHOP</b> <ul style="list-style-type: none"> <li>• Vehicle</li> </ul>	—	—	—	
<b>STORES</b>				
<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>	No liability with petty cash No advance/loan with finance			 27/7/2022

Signature (Employee) :-

Unit - HR :-

**Dandy Company Ltd**

PO Box: 2239

Doha

Qatar

**Breakup of Cost Centre**

Group Summary

1-Jan-2011 to 30-Jun-2022

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Particulars	Cost Centre: 2238 Sudan K C		
	Transactions		Closing Balance
	Debit	Credit	
Loans & Advances	300.00	300.00	
<b>Grand Total</b>	<b>300.00</b>	<b>300.00</b>	

**Dandy Company Ltd**  
 PO Box: 2239  
 Doha  
 Qatar

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

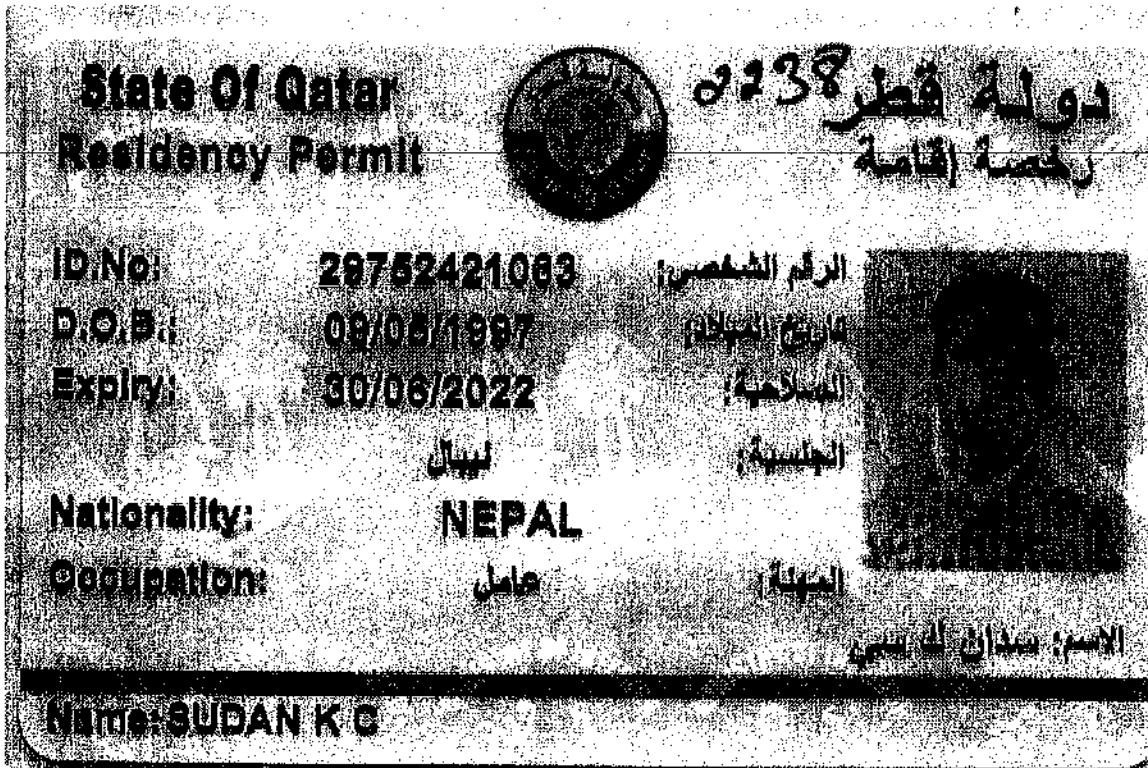
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Name : 2238 Sudan K C (2238)

Under : 19 Sales MT  
(2 Dairy Sales)

**Salary Details**

Effective From	Pay Head	Rate	Per	Pay Head Type	Calculation Type	Computed On
1-Apr-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	
	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	
	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 Dyas Salary Arrears	1,300.00	Months	Earnings for Employees	On Attendance	
	40 31 Dyas Salary Arrears	1,300.00	Months	Earnings for Employees	On Attendance	
	41 29 Dyas Salary Arrears	1,300.00	Months	Earnings for Employees	On Attendance	
	42 28 Dyas 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	
	07 Overtime Payments	6.21	OThours	Earnings for Employees	On Production	
	24 Public Holiday OT Payments	8.25	OThours	Earnings for Employees	On Production	



Passport Number:	03945428	رقم السفارة:
Passport Expiry:	29/06/2025	تاريخ التهاب السفارة:
Serial No:	30329752421083	الرقم المميكن:
Residency Type:	عمل	نوع الإقامة:
Employer:	Directorate of Passports	單位:
General Director of the General Directorate of Passports	Holder's signature	持有人簽名

10. *Leucosia* *leucostoma* *leucostoma* *leucostoma*