

Service Period From: 02-03-15 To 15-12-24																																										
FULL AND FINAL SETTLEMENT OF Mr. USB		SANTHOSH PANAKKATTIL SANKARAN																																								
TO BE RECEIVED ON	15-Dec-24 102695 - 4101																																									
DEPARTMENT	Sales																																									
DESIGNATION	Van Salesman																																									
<table border="1"> <tr><td>Basic Salary</td><td>QR</td><td>1,500</td></tr> <tr><td>HRA</td><td>QR</td><td>-</td></tr> <tr><td>Transport Allowance</td><td>QR</td><td>-</td></tr> <tr><td>Telephone Allowance</td><td>QR</td><td>-</td></tr> <tr><td>Cost of Living Allowance</td><td>QR</td><td>-</td></tr> <tr><td>Food Allowance</td><td>QR</td><td>-</td></tr> <tr><td>Other Allowance</td><td>QR</td><td>-</td></tr> <tr><td>Total Package</td><td>QR</td><td>1,500</td></tr> <tr><td>Service Duration</td><td colspan="2">9 Years 9 Months 13 Days</td></tr> <tr><td>Leave Category</td><td colspan="2">30</td></tr> <tr><td>Appointment date</td><td colspan="2">2-Mar-15</td></tr> <tr><td>Joining/Rejoining/Encashment date</td><td colspan="2">17-Jun-24</td></tr> <tr><td>Payment Type</td><td colspan="2">D-PAY</td></tr> </table>				Basic Salary	QR	1,500	HRA	QR	-	Transport Allowance	QR	-	Telephone Allowance	QR	-	Cost of Living Allowance	QR	-	Food Allowance	QR	-	Other Allowance	QR	-	Total Package	QR	1,500	Service Duration	9 Years 9 Months 13 Days		Leave Category	30		Appointment date	2-Mar-15		Joining/Rejoining/Encashment date	17-Jun-24		Payment Type	D-PAY	
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BASIC SALARY																																										
From	1-Dec-24	to	15-Dec-24																																							
	15	days @ Qr	48.39																																							
			726																																							
OVERTIME & COMMISSION																																										
<table border="1"> <thead> <tr> <th>OVERTIME</th> <th>Hours</th> <th colspan="2">Amount</th> </tr> <tr> <th></th> <th></th> <th>Nov-24</th> <th>Dec-24</th> </tr> </thead> <tbody> <tr> <td>Normal</td> <td>0</td> <td>0</td> <td>0.00</td> </tr> <tr> <td>Holiday</td> <td>30</td> <td>6</td> <td>281.25</td> </tr> <tr> <td></td> <td></td> <td></td> <td>56.25</td> </tr> </tbody> </table>				OVERTIME	Hours	Amount				Nov-24	Dec-24	Normal	0	0	0.00	Holiday	30	6	281.25				56.25																			
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Nov-24	Dec-24																																									
333			333																																							
LEAVE SALARY																																										
BASIC SALARY																																										
From	17-Jun-24	to	15-Dec-24																																							
(181 x 30) / 335 =		16.21 days																																								
	16.21	days @ Qr	50.00																																							
			811																																							
AIR TICKET EXIT																																										
Amount of air fare																																										
DOHA-Mumbai																																										
SELF																																										
Full Fare QR. 1400																																										
END OF SERVICE BENEFITS																																										
From	02-Mar-2015 to	15-Dec-2024	11,873																																							
(3577 Days)																																										
(1500 x 21 / 26 x 3577 / 365)																																										
Less: One month notice period to be paid																																										
Less: Loan granted for driving licence upgrading - Recovered on Pro Rata Basis (QR.3000/ 1825 days)*1623 days																																										
Less: Unauthorized absenteeism 01 day Dec 2024.	(2,668)																																									
	NET TOTAL	(48)																																								
(Qrs.Twelve Thousand Seven Hundred Sixty Five Only)			12,765																																							
Prepared by  Mohamed Faheem Sr.Fin Executive	Verified by  Wasim Muhammad Asst. Manager HR & Admin	Verified by  Mohamed Safdar Asst. Manager - Finance	Verified by  Sameer Mohammed Sr. Finance Manager	Approved by  Adnan Meerji General Manager																																						
I, the undersigned Santhosh Panakkattil Sankaran Panakkattil declare that I have received with thanks from Ummisaid Bakery all my dues relating to salary, leave salary and end of service totaling QR.12,765 (Qrs.Twelve Thousand Seven Hundred Sixty Five Only) vide Cheque No.																																										
I further declare that by receiving the total amount stated above, no further amounts of any type or origin remain due from Ummisaid Bakery 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	SANTHOSH PANAKKATTIL SANKARAN PANAKKATTIL																																									
Signature																																										
Date																																										