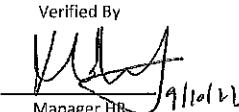
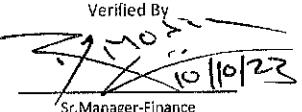
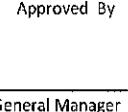


FINAL																				
FULL & FINAL SETTLEMENT OF		Mr.Mamun Rashid																		
EMP. NO:	2516																			
DEPARTMENT & DESIGNATION	Marketing-Shelf Stacker																			
TO BE RELIEVED ON	30-Sep-2023																			
BANK:	DPAY																			
Basic salary	QR	1,000.00																		
HRA	QR																			
Other Allowance	QR																			
Transport Allowance	QR																			
Food Allowance	QR	300.00																		
Camp Boss Allowance	QR																			
Leave Category	21																			
Appointment date	10-Dec-20																			
Joining/Encashment Date	10-Jun-22																			
Qr																				
SALARY SEPTEMBER'2023																				
From	1-Sep-23	To	30-Sep-23	Paid in WPS																
	30.00 days @ Qr		33.33																	
FOOD ALLOWANCE SEPTEMBER'2023																				
From	1-Sep-23	To	30-Sep-23	Paid in WPS																
	30.00 days @ Qr		10.00																	
OVERTIME SEPTEMBER'2023																				
Normal Working	0.00 hrs. @	5.21																		
Holiday - Working	32.00 hrs. @	6.25																		
				200.00																
LEAVE SALARY SETTLEMENT																				
From	10-Jun-22	To	30-Sep-23	478 Days																
(478 x 21) / 344 =		29.18	33.33	973.00																
END OF SERVICE BENEFITS																				
From	10-Dec-20	To	30-Sep-23	1024	1,967.00															
(1024 (Total) = 1024 days)			59.00 days																	
(21 / 365 x 1024)			33.33 Rate																	
AIR TICKET																				
One-way Air Ticket Booked by company (Doha - Dhaka)																				
<table border="1"> <tr> <td>TOTAL</td> <td></td> <td></td> <td></td> <td>3,140.00</td> </tr> <tr> <td>Less: Absenteeism in Sep'23</td> <td></td> <td></td> <td></td> <td>(87.00)</td> </tr> <tr> <td>GRAND TOTAL</td> <td></td> <td>2 Days</td> <td></td> <td>3,053.00</td> </tr> </table>						TOTAL				3,140.00	Less: Absenteeism in Sep'23				(87.00)	GRAND TOTAL		2 Days		3,053.00
TOTAL				3,140.00																
Less: Absenteeism in Sep'23				(87.00)																
GRAND TOTAL		2 Days		3,053.00																
(QRs Three Thousand Fifty Three only)																				
Prepared By  Sr. Executive-Finance	Verified By  Manager HR	Verified By  Sr. Manager-Finance	Approved By  General Manager																	
I, the undersigned Mr.Mamun Rashid declare that I have received with thanks from M/s DANDY Company Ltd. all my dues totaling Qr.3,053.00 (QRs Three Thousand Fifty 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.Mamun Rashid 2516																			
Signature Date																				



Ref: DY/060/2023

Dated: 05/September/2023

To,

Mr. Mamun Rashid
Emp Code : 2516
Department: Marketing
Designation: Shelf Stacker

Subject : ACCEPTANCE OF YOUR RESIGNATION

Dear Mamun Rashid,

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 September 2023.

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

Saadain Perwaiz Waris
General Manager

DoJ. 10-Dec-20

Dohar, Dhaka, Doha

06 SEP 2023

61

- HR & Admin
 - Finance department

Attachments: Internal clearance form.





Internal Clearance Form

		Date of Initiation:		10/10/23
Full Name	Mamun Rashid			
Job Title	Shelf Stacker			Employee Code : 2516
DOJ	—			Last working day : 30 th Sep 23
Department	N.K.T			Business Unit : Landry
Reporting to	N.K.T Manager.			Date of leaving : —
Particulars	Condition Of Return	Recoveries If Any	Charge Taken By	Signature Of Head Of Department
DEPARTMENT • Files/Register/Documents • Manuals • Tools • Safety Equipment	—	—	New	<i>[Signature]</i>
IT • Computer / Laptop • Flash Drive • Email ID Deactivation • Mobile Handset • Sim Card • Telephone	—	—	—	<i>For All Physical Assets 09-10-23</i>
WORKSHOP • Vehicle	N-A	N-A	N-A	<i>On 9/10/23</i>
STORES	—	—	—	<i>On 9/10/23</i>
HR/ADMINISTRATION • Company Accommodation • Health Card • Insurance Card • Employee ID Card • Legal Case	—	—	—	<i>Jamil 9/10/23</i>
FINANCE • Advance • Company Loan • Any Other • Bank Related ○ Personal Loan ○ Credit Card	No liability against Petty Cash No loan and advances			<i>Tabsif 09/10/23</i>

Signature (Employee) :-

Unit - HR :-

Month : Sep-23

SN	Emp Code	Name	Job title	Department	Fridays	Public Holidays	No of Days	OT Hrs	Total Hrs	OT @ 1.5	Remarks /Justification
1	2516	Mamun Rashid	Merchandiser/ Shelf Stacker	Marketing	4	0	4	8	32	48	


HR Department

First In Last Out

Employee	First Name	Department	Date	Weekday	First Check In	Last Check Out	Total Time
2516	Mamun Rashid	Marketing	2023-09-06	Wednesday	05:11		
2516	Mamun Rashid	Marketing	2023-09-07	Thursday	09:41		
2516	Mamun Rashid	Marketing	2023-09-11	Monday	05:23		
2516	Mamun Rashid	Marketing	2023-09-13	Wednesday	05:33	15:14	09:41
2516	Mamun Rashid	Marketing	2023-09-14	Thursday	05:47		
2516	Mamun Rashid	Marketing	2023-09-15	Friday	05:57		
2516	Mamun Rashid	Marketing	2023-09-16	Saturday	07:54		
2516	Mamun Rashid	Marketing	2023-09-17	Sunday	23:11		
2516	Mamun Rashid	Marketing	2023-09-20	Wednesday	23:14		
2516	Mamun Rashid	Marketing	2023-09-21	Thursday	02:50	16:27	13:27
2516	Mamun Rashid	Marketing	2023-09-24	Sunday	05:46		
2516	Mamun Rashid	Marketing	2023-09-27	Wednesday	06:01	06:01	24:00

- 1 - 9 - 23

2
3 - 's
4 - 's
5 - 's

} Ab.

month of Sep.

6 - Days Ab

- 8 - 's

9 - 's

10 - 's

11 - 's

18 - 's

19 - 's

- 22 - 's

23 - 's

25 - 's

26 - 's

28 - 's Abs

- 29 - 's Work off

30 - 's Abs

* 6 days short + 1 weekly off
+ 4 Friday allowances

KM

9/10/23

Note → Mamun Rosheed not reported on above mentioned date, kindly make him absent for 7 days in the month of September 2023. No weekoff, worked 23 days.

Abul

KM

Dandy Company Ltd

PO Box: 2239

Doha

Qatar

Breakup of Cost Centre

Group Summary

1-Jan-2011 to 9-Oct-2023

Page 1

Particulars	Cost Centre: 2516 Mamun Rashid		
	Transactions		Closing Balance
	Debit	Credit	
17 Loan/Advances	400.00	400.00	
Grand Total	400.00	400.00	

State Of Qatar
Residency Permit



دوحة قطر ٢٥١٦
رخصة إقامة

ID.No: 28605013561 الرقم الشخصي:

D.O.B.: 05/08/1986 تاريخ الميلاد:

Expiry: 17/04/2024 الصلاحية:

الجنسية: بنغلاديش

Nationality: BANGLADESH

Occupation: أمين مخزن الوظيفة:

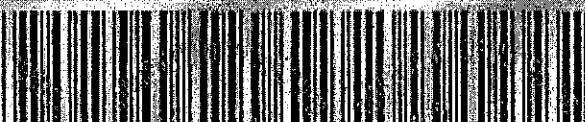
الاسم: مامون رشيد محبوب الحق

Name: MAMUN RASHID MAHBUBUL HAQUE

رقم جواز السفر: EB0678453
تاريخنتهاءالجواز: 13/08/2024
الرقم العائلي: 31028605013561
نوعالشخصية: عمل
المستلم: شريك دالني المحدوده
مدير عام (لإدارة العامة للجوازات)
General Director of the General
Directorate of Passports

Mamun

توقيع صاحب البطاقة
Holder's signature



Dandy Company Ltd

PO Box: 2239

Doha

Qatar

Employee Salary Structure Details
for period 1-Jan-2012 to 7-Oct-2023

Page 1

Name : 2516 Mamun Rashid (2516)

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	
	07 Overtime Payments	5.21	OThours	Earnings for Employees	On Production	
	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	
	18 Overtime Arriars			Earnings for Employees	As User Defined Value	
	22 Bonus Payments			Earnings for Employees	As User Defined Value	
	24 Public Holiday OT Payments	6.25	OThours	Earnings for Employees	On Production	
	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	
	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	
	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	

Dandy Company Ltd

PO Box: 2239

Doha

Qatar

Pay Slip

for September-2023

2516 Mamun Rashid

Employee Number:	2516	Income Tax Number (PAN):
Function	: Merchandiser	
Designation	: Shelf Stacker	
Location	: Factory	
Bank Details	:	
Date of Joining	:	10-Dec-2020

Attendance Details	Value
31 Days Last Month Absent	5 Days
Absent Current Month	4 Days
Attendance	30 Days
Earnings	Amount
Basic	1,000.00
Commission	206.00
Food Allowance	300.00
Total Earnings	1,506.00
Deductions	Amount
Current Month Absenteeism	173.00
Last Month Absenteeism	210.00
Total Deductions	383.00
	Net Amount
	Qr 1,123.00

Amount (in words) :

Qatar Riyal One Thousand One Hundred Twenty Three Only

for Dandy Company Ltd

Authorised Signatory