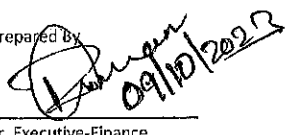

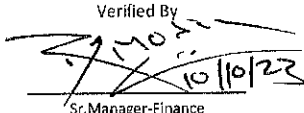
		FINAL	
FULL & FINAL SETTLEMENT OF		Mr.Mamun Rashid	
EMP. NO:		2516	
DEPARTMENT & DESIGNATION		Marketing-Shelf Stacker	
TO BE RELIEVED ON		30-Sep-2023	
Bank:		DPAY	
Basic salary	QR	1,000.00	
HRA	QR	-	
Other Allowance	QR	-	
Transport Allowance	QR	-	
Food Allowance	QR	300.00	
Camp Boss Allowance	QR	-	
Leave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

Doha, Dhaka, Doha

06 SEP 2023

CC:

- HR & Admin
- Finance department

Attachments: Internal clearance form.



Internal Clearance Form

		Date of Initiation: 09/10/23		
Full Name : Mamun Rashid		Employee Code : 2516		
Job Title : Shelf Stacker		Last working day : 30 th /sep/23		
DOJ : -		Business Unit : Dandy		
Department : M.K.T		Date of leaving : -		
Reporting to : M.K.T Manager				
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 	-	-	New	
IT				
<ul style="list-style-type: none"> Computer / Laptop Flash Drive Email ID Deactivation Mobile Handset Sim Card Telephone 	-	-	-	For 9/10/23 09-10-23
WORKSHOP				
<ul style="list-style-type: none"> Vehicle 	N-A	N-A	N-A	09/10/23
STORES				
HR/ADMINISTRATION				
<ul style="list-style-type: none"> Company Accommodation Health Card Insurance Card Employee ID Card Legal Case 	-	-	-	09/10/23
FINANCE	No liability against Petty Cash No loans and advances			
<ul style="list-style-type: none"> Advance Company Loan Any Other Bank Related <ul style="list-style-type: none"> Personal Loan Credit Card 				09/10/23

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
4
5

Ab.

month of Sep.

6-Days Ab.

8-4

9-4

10-4

12-4

18-4

19-4

22-4

23-4

25-4

26-4

28-4 Abs

29-4 W/OFF

30-4 Abs

* 6 days absent - 4-1 weekly off
4 4 Friday allowance.

[Signature]
9/10/23

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

[Signature]

Dandy Company Ltd

PO Box: 2239

Doha

Qatar

Breakup of Cost Centre

Group Summary

1-Jan-2011 to 9-Oct-2023

Page 1

Page 7

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



دولة قطر 2516
رخصة إقامة

ID.No: 28605013561 الرقم الشخصي:

D.O.B.: 05/08/1986 تاريخ الميلاد:

Expiry: 17/04/2024 الصلاحية:

بنغلاديش الجنسية:

Nationality: BANGLADESH

Occupation: أمين مخزن المهنة:

الاسم: مامون رشيد محبوب الحق

Name: MAMUN RASHID MAHBUBUL HAQUE

Passport Number: EB0678453

Passport Expiry: 13/08/2024

Serial No: 31028605013561

Residency Type: عمل

Employer: شركة داندلي المحدودة

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

توقيع حامل البطاقة
Holder's signature

Mamun



رقم جواز السفر:

تاريخ انتهاء الجواز:

الرقم المسلسل:

نوع الرخصة:

المستفيد:



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
Function : Merchandiser
Designation : Shelf Stacker
Location : Factory
Bank Details :
Date of Joining : 10-Dec-2020

Income Tax Number (PAN):

Attendance Details		Value	
31 Days Last Month Absent		5 Days	
Absent Current Month		4 Days	
Attendance		30 Days	

Earnings	Amount	Deductions	Amount
Basic	1,000.00	Current Month Absenteeism	173.00
Commission	206.00	Last Month Absenteeism	210.00
Food Allowance	300.00		
Total Earnings	1,506.00	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