

Service Period From:24-Aug-19 To 03-Dec-22	
FULL AND FINAL SETTLEMENT OF Mr.	MANPREET SINGH
TO BE RECEIVED ON	3-Dec-22 0/6485
DEPARTMENT	OPERATIONS
DESIGNATION	Trailer Driver

Basic Salary	QR	1,800
HRA	QR	-
Transport Allowance	QR	-
Telephone Allowance	QR	-
Cost of Living Allowance	QR	-
Other Allowance	QR	200
Total Package	QR	2,000
Service Duration	3 Years 3 Months 9 Days	
Leave Category	21	
Appointment date	24-Aug-19	
Joining/Rejoining/Encashment date	4-Jul-22	






LEAVE SALARY FOR 2021-2023			
BASIC SALARY			
Excess leave 0 Days			
From	4-Jul-22	to	3-Dec-22
(153 x 21) / 344 =			9.34 days
	9.34	days @ Qr	60.00
			560

END OF SERVICE BENEFITS			
From	24-Aug-2019	to	03-Dec-2022
(1198 Days)			4,772
(1800 x 21 / 26 x 1198/ 365)			

Less: Recovery on account of loan and advances paid for expenses as per attached working.

NET TOTAL	5,332
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(Qrs. Five Thousand Three Hundred Thirty Two Only)

Prepared by	Verified by	Verified by	Verified by	Verified by
				
Siddik Abdul Karim Executive - Finance	Abdul Munaf. K Sr.Executive - Finance	Danish Wahid Manager - HR & Operations	Abu Ahmed Saleh Finance Manager	Hamed Boshrai General Manager

I, the undersigned Manpreet Singh declare that I have received with thanks from ALCAT LOGISTICS COMPANY all my dues relating to salary, leave salary and end of service totaling Qr.5,332(Qrs. Five Thousand Three Hundred Thirty Two 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 ALCAT LOGISTICS COMPANY to

Name	MANPREET SINGH
Signature	_____
Date	_____