



FINAL

**FULL & FINAL SETTLEMENT OF** Mr.Sumith Manjula Kandegamaralage  
**EMP. NO:** 1686  
**DEPARTMENT & DESIGNATION** Marketing-Shelf Stacker  
**TO BE RELIEVED ON** 30-Jun-2022  
**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 19-Aug-2017  
 Joining/Encashment Date 21-Aug-20

Qr**SALARY JUNE'2022**

From	1-Jun-22	To	30-Jun-22	-	Paid In WPS
	30.00 days @ Qr		33.33		

**FOOD ALLOWANCE JUNE'2022**

From	1-Jun-22	To	30-Jun-22	-	Paid In WPS
	30.00 days @ Qr		10.00		

**OVERTIME JUNE'2022**

Normal Working	0.00 hrs. @	5.21	-
Public Holiday	32.00 hrs. @	6.25	200.00

**LEAVE SALARY SETTLEMENT**

From	21-Aug-20	To	19-Jan-22	517 Days	
( 517 x 21 ) / 344 =		31.56	33.33	1,052.00	
From	20-Feb-22	To	30-Jun-22	131 Days	
( 131 x 21 ) / 344 =		8.00	33.33	267.00	

**END OF SERVICE BENEFITS**

From	19-Aug-2017	To	30-Jun-22	1776	3,406.00
( 1776 Total) = 1776 days			102.18 Days		
( 21 / 365 x 1776 )			33.33 Rate		

**AIR TICKET**

Return Air Ticket Paid for ( Doha - Colombo-Doha ) for the period of (21/08/2020 to 19/01/2022) 2,250.00

One-way Air Ticket Booked by company ( Doha - Colombo )

**GRAND TOTAL**

(QRs Seven Thousand One Hundred Seventy Five only)

7,175.00

Prepared By

Sr. Accountant

Verified By

Manager-HR

Verified By

Sr. Manager-Finance

I, the undersigned Mr.Sumith Manjula Kandegamaralage declare that I have received with thanks from M/s DANDY Company Ltd. all my dues totaling Qr.7,175.00 (QRs Seven Thousand One Hundred Seventy Five 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 Mr.Sumith Manjula Kandegamaralage  
 Emp. No. 1686

Signature \_\_\_\_\_  
 Date \_\_\_\_\_

Ref: DY/051/2022

Dated: 29/June/2022

To,

Mr. Sumith Manjula Kandegamaralalage  
Emp Code : 1686  
Department: Marketing  
Designation: Shelf Stacker

Subject : ACCEPTANCE OF YOUR RESIGNATION

Dear Sumith Manjula Kandegamaralalage,

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.

DOJ-19-A49-17

Doha - Colombo - Doha

Adnan Meerji  
General Manager

03 JUL 2022

CC:

- HR & Admin
- Finance department

Attachments: Internal clearance form.

**Fare sheet for the Month of Mar' 2020**

Destination	Economy Class - OW			Economy Class - RT		
	Adult	Child	Infant	Adult	Child	Infant
ABUJA	NIGERIA	2620	2210	240	4900	3980
AMRITSAR	INDIA	2100	1650	380	4150	2850
AMMAN	JORDAN	1850	1450	320	3250	2650
ASMARA	ERITREA	1850	1550	240	3000	2600
AHMEDABAD	INDIA	2060	1650	320	3250	2600
ALGERIS	ALGERIA	3110	2400	400	4929	3840
ALEXANDRIA	EGYPT	1580	1330	210	3100	2750
AURANGABAD	INDIA	1320	1320	310	2100	2100
BANGALORE	INDIA	1900	1500	310	2980	2400
BELGAUM	INDIA	1200	1050	310	1980	1720
BHOPAL	INDIA	1100	1100	310	1650	1650
BEIRUT	LEBANON	1680	1300	290	2700	2100
CALICUT	INDIA	1450	1120	210	2250	1900
CASABLANCA	MOROCCO	2500	1930	320	3850	3040
CAIRO	EGYPT	1580	1330	210	3100	2750
COCHIN	INDIA	1315	1080	250	2250	1850
CHENNAI	INDIA	1700	1350	350	2550	2100
COLOMBO	SRI LANKA	1250	1040	240	2250	1850
COIMBATORE	INDIA	1350	1350	470	2000	2000
CHITTAGONG	BANGLADESH	1230	1000	290	1980	1650
DAMASCUS	SYRIA					
DELHI	INDIA	1400	1130	290	2300	1800
DHAKA	BANGLADESH	1510	1250	250	2550	2100
FAISALABAD	PAKISTAN	1465	1100	220	2620	2150
GOA	INDIA	1970	1500	450	3200	2550
HYDERABAD	INDIA	1900	1500	310	2980	2400
ISTANBUL	TURKEY	1750	1390	310	2850	2250
ISLAMABAD	PAKISTAN	1510	1250	250	2550	2100

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	1686	Sumith Manjula Kandegamara	Merchandiser/ Shelf Stackter	Marketing	4	0	4	8	32	48	

  
\_\_\_\_\_  
HR Department

NO.	NAME
1686	Monjula
DEPT.	PAY PERIOD ENDING
Marketing	Jun - 2022

NO.	NAME	REGULAR TIME						OVER TIME	
		IN	OUT	IN	OUT	IN	OUT	IN	OUT
16	Monjula	0545	1400			16		0546	1400
17		0540	1400			17		0546	1400
18		0550	1400			18		0540	1400
19		0540	1400			19		0540	1400
20		0540	1400			20		0540	1400
21		0530	1400			21		0535	1400
22		0545	1400			22		0540	1400
23		0545	1400			23		0540	1400
24		0540	1400			24		0540	1400
25		0545	1400			25		0540	1400
26		0540	1400			26		0540	1400
27		0545	1400			27		0540	1400
28		0540	1400			28		0540	1400
29		0545	1400			29		0540	1400
30		0540	1400			30		0540	1400
31		0540	1400			31		—	—

NO.	NAME
1686	Monjula
DEPT.	PAY PERIOD ENDING
Marketing	May - 2022

NO.	NAME	REGULAR TIME				OVER TIME	
		IN	OUT	IN	OUT	IN	OUT
1	0540	1400					
2	0550	1400					
3	0550	1400					
4	0540	1400					
5	0545	1400					
6	0540	1400					
7	0540	1400					
8	0545	1400					
9	0540	1400					
10	0540	1400					
11	0540	1400					
12	0540	1400					
13	0540	1400					
14	0540	1400					
15	0540	1400					

NO.	NAME	REGULAR TIME				OVER TIME	
		IN	OUT	IN	OUT	IN	OUT
1	Monjula	0545	1400				
2		0540	1400				
3		0545	1400				
4		0540	1400				
5		0545	1400				
6		0540	1400				
7		0540	1400				
8		0545	1400				
9		0540	1400				
10		0540	1400				
11		0540	1400				
12		0540	1400				
13		0540	1400				
14		0540	1400				
15		0540	1400				

Month of June

0 Days Abs

signature

signature





### Internal Clearance Form

Date of Initiation: 03/07/2022

Full Name : Scamith manglal Job Title : Shelf Stealer DOJ : 19/8/2017 Department : Sales & Marketing Reporting to : Mr. Adnan				
Employee Code : 1686.				
Last working day : 30/6/2022				
Business Unit : Dandy				
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>	-	-	Nonoplant	Adnan 04/07/2022
<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 <i>(No sim (A/C))</i></li> <li>• Telephone</li> </ul>	—	—	—	O.S. 04/07/2022
<b>WORKSHOP</b>	N/A	N/A	N/A	N/A 04/07/2022
<b>STORES</b>	—	—	—	N/A
<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>				Vishal 04/07/2022
<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 SALARY ADVANCE OR LOAN QUBD WITH A/C	No liability with petty cash NO SALARY ADVANCE OR LOAN QUBD WITH A/C	No liability with petty cash NO SALARY ADVANCE OR LOAN QUBD WITH A/C	Rheem 04/07/2022 For 04/07/2022

Signature (Employee) :-

Unit - HR :-

**Dandy Company Ltd**

PO Box: 2239

Doha

Qatar

**Breakup of Cost Centre**

Group Summary

1-Jan-2011 to 3-Jul-2022

Page 1

<b>Particulars</b>	<i>Cost Centre: 1686 Sunith Manjula Kandegamarilage</i>		<b>Closing Balance</b>
	<b>Transactions</b>		
	<b>Debit</b>	<b>Credit</b>	
<b>Loans &amp; Advances</b>	840.00	840.00	
<b>Grand Total</b>	<b>840.00</b>	<b>840.00</b>	

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

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

Page 1

Name : 1686 Sumith Manjula Kandegamaralage (1686)

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	
	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	
	25 Driving Licence School Fees			Loans and Advances	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	
	07 Overtime Payments	5.21		Earnings for Employees	On Production	
	24 Public Holiday OT Payments	6.25	OHours	Earnings for Employees	On Production	
	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	

State of Qatar  
Residency Permit

دُوَّلُ الْقَاطِرِ  
جَنْسَيْهُ اِذْمَانِيَّهُ

No.: 27314411821      رقم الشخص: 27314411821  
G.B.: 06/08/1975      تاريخ الميلاد: 06/08/1975  
Expiry: 24/09/2022      الصلاحية: 24/09/2022  
Nationality: سريلانكا      الجنسية: سريلانكا  
Occupation: موظف      المهنة: موظف

Name: SUMITH MANJULA KANDEGAAMA ALAGE

Passport Number: N3118122      رقم جواز السفر:  
Passport Expiry: 27/02/2022      تاريخ انقضاء الجواز:  
Serial No: 30527514411821      رقم المسلسل:  
Residency Type: صل      نوع الإقامة:  
Employer: شركه ماليون المحدوده      رب العمل:

General Director of the General Directorate of Passports  
مدير عام مديرية جوازات السفر

Holder's signature

