

Service Period From: 29-01-22 To 15-08-24			
FULL AND FINAL SETTLEMENT OF Mr.		USB	ASHOK THAKUR
TO BE RECEIVED ON		15-Aug-24	106622 - 6665
DEPARTMENT		Production	
DESIGNATION		Labour	

Basic Salary	QR	1,000
HRA	QR	-
Transport Allowance	QR	-
Telephone Allowance	QR	-
Cost of Living Allowance	QR	-
Food Allowance	QR	300
Other Allowance	QR	-
Total Package	QR	1,300
Service Duration	2 Years 6 Months 17 Days	
Leave Category	21	
Appointment date	29-Jan-22	
Joining/Rejoining/Encashment date	31-Jul-23	
Payment Type	D-PAY	

SALARY			
BASIC SALARY			
From	1-Aug-24	to	15-Aug-24
	15	days @ Qr	32.26
			484
FOOD ALLOWANCE			
From	1-Aug-24	to	15-Aug-24
	15.00	days @ Qr	9.68
			145

OVERTIME & COMMISSION					
OVERTIME	Hours		Amount		
	Jul-24	Aug-24	Jul-24	Aug-24	
Normal	10	0	52.08	0.00	52
Holiday	0	0	0.00	0.00	

LEAVE SALARY			
BASIC SALARY			
From	31-Jul-23	to	15-Aug-24
(381 x 21) / 344 =	23.26	days @ Qr	33.33
			775
AIR TICKET EXIT			
Amount of air fare			1,150
DOHA-Kathmandu			
SELF			
Full Fare QR. 1150			

END OF SERVICE BENEFITS			
From	29-Jan-2022 to	15-Aug-2024	2,058
(930 Days)			
(1000 x 21 / 26 x 930 / 365)			
Less: One month notice period to be paid			
Less: Recovery on account of loan and advances paid for expenses as per attached working.			
Less: Unauthorized absenteeism 01 day in July 2024 & 01 day in August 2024			
NET TOTAL			(84)
			4,580
(Qrs.Four Thousand Five Hundred Eighty Only)			

Prepared by	Verified by	Verified by	Approved by
Mohamed Fathem Accounts Executive	Anwar Qazi Manager HR & Admin	Fahad Ahmad Asst. Manager - Finance	Sameer Mohammed Sr. Finance Manager
			Adnan Meerji General Manager

I, the undersigned Ashok Thakur declare that I have received with thanks from Ummsaid Bakery all my dues relating to salary, leave salary and end of service totaling Qr.4,580(Qrs.Four Thousand Five Hundred Eighty 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 Ummsaid 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 **ASHOK THAKUR**

Signature _____

Date _____