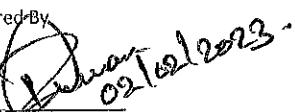
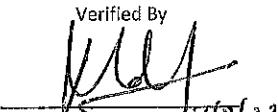
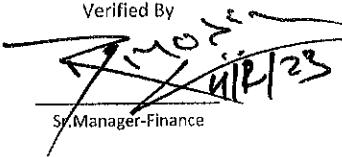


PROVISIONAL			
<b>FULL &amp; FINAL SETTLEMENT OF</b>		Mr.Imran Farhad Muhammadu Najeebdeen	
EMP. NO:		2698	
<b>DEPARTMENT &amp; DESIGNATION</b>		Dispatch-DATA ENTRY OPERATOR	
<b>TO BE RELIEVED ON</b>		8-Feb-2023	
Bank:		DPAY	
Basic salary	QR	1,200.00	
HRA	QR		
Other Allowance	QR		
Transport Allowance	QR		
Food Allowance	QR	300.00	
Camp Boss Allowance	QR		
Leave Category		21	
Appointment date		18-Sep-22	
Joining/Encashment Date		18-Sep-22	
<u>Qr</u>			
<b>SALARY FEBRUARY'2022</b>			
From	1-Feb-23	To	8-Feb-23
	8.00 days @ Qr		42.86
343.00			
<b>OVERTIME JANUARY'2023</b>			
Normal Working	104.00 hrs. @		6.25
Public Holiday	12.00 hrs. @		7.50
650.00			
90.00			
<b>LEAVE SALARY SETTLEMENT</b>			
From	18-Sep-22	To	8-Feb-23
( 144 x 21 ) / 344 =	8.79		40.00
144 Days			
<i>Not Eligible</i>			
<b>END OF SERVICE BENEFITS</b>			
From	18-Sep-22	To	8-Feb-23
( 143 (Total) = 143 days)		8.23 Days	
( 21 / 365 x 143 )		40.00 Rate	
<i>Not Eligible</i>			
<b>AIR TICKET</b>			
One-way Air Ticket Booked by company ( Doha - Colombo)			
TOTAL	1,083.00		
<b>GRAND TOTAL</b>	<u>1,083.00</u>		
(QRs One Thousand Eighty Three only)			
Prepared By  Sr. Executive-Finance	Verified By  Manager HR	Verified By  Sr. Manager-Finance	
I, the undersigned Mr.Imran Farhad Muhammadu Najeebdeen declare that I have received with thanks from M/s DANDY Company Ltd. all my dues totaling Qr.1,083.00 (QRs One Thousand Eighty Three only) vde 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.Imran Farhad Muhammadu Najeebdeen		
Emp. No.	2698		
Signature	_____		
Date	_____		



Ref: DY/006/2023

Dated: 01/February/2023

To,

Mr. Imran Farhad Muhammadu Najeebdeen  
Emp Code : 2698  
Department: Dispatch  
Designation: Data Entry Operator

Subject : ACCEPTANCE OF YOUR RESIGNATION

Dear Imran Farhad Muhammadu Najeebdeen,

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 8<sup>th</sup> February 2023.

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

Adnan Meerji  
General Manager

01 FEB 2023

Dof - 18 - Sep - 22  
Doha - Colombo - Doha

CC:

- \* HR & Admin
- \* Finance department

Attachments: Internal clearance form.





DANDY COMPANY LTD.

**Department : FG & DISPATCH OVERTIME REPORT FOR THE MONTH OF JANUARY - 2023**

2-2-3



**Dandy Company Ltd**

PO Box: 2239

Doha

Qatar

**Breakup of Cost Centre**

Group Summary

1-Jan-2011 to 2-Feb-2023

Page 1

Particulars	Cost Centre: 2698 Imran Farhad Muhammudu Najeebdeen		
	Transactions		Closing Balance
	Debit	Credit	
<b>Loans &amp; Advances</b>	400.00	400.00	
<b>Grand Total</b>	<b>400.00</b>	<b>400.00</b>	



### Internal Clearance Form

Date of Initiation: 02-02-2023

Full Name : Mohammed nageeb deen Imran Farhad Job Title : Data entry operator Employee Code : 2698 DOJ : 18-09-2022 Last working day : 07-02-2023 Department : Dispatch Business Unit : Dandy Reporting to : Supervisor / Afroz Date of leaving : 08-02-2023				
Particulars	Condition Of Return	Recoveries If Any	Charge Taken By	Signature Of Head Of Department
<b>DEPARTMENT</b> • Files/Register/Documents • Manuals • Tools • Safety Equipment	—	—	Md. Sajjad Hussain. <i>[Signature]</i>	2-2-23
<b>IT</b> • Computer / Laptop • Flash Drive • Email ID Deactivation • Mobile Handset • Sim Card • Telephone	—	—	—	—
<b>WORKSHOP</b> • Vehicle	—	—	—	<i>[Signature]</i> 2-2-23
<b>STORES</b>	—	—	—	<i>[Signature]</i> 2-2-23
<b>HR/ADMINISTRATION</b> • Company Accommodation • Health Card • Insurance Card • Employee ID Card • Legal Case	—	—	—	<i>[Signature]</i>
<b>FINANCE</b> • Advance • Company Loan • Any Other • Bank Related o Personal Loan o Credit Card	No liability with petty cash No loans and advances		—	Cham 2-2-23 <i>[Signature]</i> 2-2-23

Signature (Employee) :- *[Signature]*

Unit - HR :-

*[Signature]*

**Dandy Company Ltd**

PO Box: 2239

Doha

Qatar

**Employee Salary Structure Details  
for January-2012**

Page 1

Name : 2698 Imran Farhad Muhammudu Najeebdeen (2698)

Under : 14 General Despatch  
(/ Primary)**Salary Details**

Effective From	Pay Head	Rate	Per	Pay Head Type	Calculation Type	Computed On
18-Sep-2022	01 Basic	1,200.00	Months	Earnings for Employees	On Attendance	
	46 Food Allowance	300.00	Months	Earnings for Employees	On Attendance	
	06 Friday Allowance			Earnings for Employees	As User Defined Value	
	07 Overtime Payments			Earnings for Employees	On Production	
	08 Absentism During Previous Month	1,500.00	Months	Deductions from Employees	On Attendance	
	10 Salary Arriars	1,500.00	Months	Earnings for Employees	On Attendance	
	11 Unspecified Leave Payments			Earnings for Employees	As User Defined Value	
	15 Other Deductions			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	
	23 Dispatch - Loading Allowance			Earnings for Employees	As User Defined Value	
	24 Public Holiday OT Payments	7.50		Earnings for Employees	On Production	
	31 Other Payments			Earnings for Employees	As User Defined Value	
	35 Current Month Absents	1,500.00	Months	Deductions from Employees	On Attendance	
	36 31Days Last Month Absent	1,500.00	Months	Deductions from Employees	On Attendance	
	37 30 Days Last Month Absent	1,500.00	Months	Deductions from Employees	On Attendance	
	38 Current Month Salary Arrears	1,500.00	Months	Earnings for Employees	On Attendance	
	39 30 Dyas Salary Arrears	1,500.00	Months	Earnings for Employees	On Attendance	
	40 31 Dyas Salary Arrears	1,500.00	Months	Earnings for Employees	On Attendance	
	41 29 Dyas Salary Arrears	1,500.00	Months	Earnings for Employees	On Attendance	
	42 28 Dyas Salary Arrears	1,500.00	Months	Earnings for Employees	On Attendance	
	43 28 Days Last Month Absent	1,500.00	Months	Deductions from Employees	On Attendance	
	44 29 Days Last Month Absent	1,500.00	Months	Deductions from Employees	On Attendance	
	45 Salary Deferral			Deductions from Employees	As User Defined Value	

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

**Pay Slip**  
for January-2023

**2698 Imran Farhad Muhammadu Najeebdeen**

Employee Number:	2698	Income Tax Number (PAN):
Function	: Dispatch	
Designation	: Data Entry Operator	
Location	: Dandy Co.	
Bank Details		
Date of Joining	: 18-Sep-2022	

<b>Attendance Details</b>	<b>Value</b>
31 Days Last Month Absent	2 Days
Attendance	31 Days
Public Holiday Overtime	12 OTHours
Working Day Overtime	55 OTHours

<b>Earnings</b>	<b>Amount</b>	<b>Deductions</b>	<b>Amount</b>
Basic	1,200.00	Last Month Absenteeism	97.00
Food Allowance	300.00		
Overtime Payments	344.00		
Public Holiday OT Payments	92.00		
<b>Total Earnings</b>	<b>1,936.00</b>	<b>Total Deductions</b>	<b>97.00</b>
		<b>Net Amount</b>	<b>Qr 1,839.00</b>

Amount (in words) :

Qatar Riyal One Thousand Eight Hundred Thirty Nine Only

for Dandy Company Ltd

Authorised Signatory

#  
2698 Imran Farhad

Dispatch Dec 2022-Jan 2023

1	2	3	4	5	6)
✓ 1901			✓ 656	✓ 12	✓ 6557
✓ 1901			✓ 656	✓ 12	✓ 6557
✓ 1904			✓ 651	✓ 12	✓ 6557
✓ 1905			✓ 655	✓ 12	✓ 6557
✓ 1906			✓ 700	✓ 12	✓ 6557
✓ 1959			✓ 653	✓ 12	✓ 6557
✓ 1901			✓ 656	✓ 12	✓ 6557
<i>Weekly off</i>					
✓ 1902			✓ 658	✓ 12	✓ 6557
✓ 1906			✓ 701	✓ 12	✓ 6557
✓ 1925			✓ 652	✓ 12	✓ 6557
✓ 1905			✓ 656	✓ 12	✓ 6557
✓ 1902			✓ 657	✓ 12	✓ 6557
✓ 1902			✓ 654	✓ 12	✓ 6557
<i>Weekly off</i>					
✓ 1959			✓ 658	✓ 12	✓ 6557
✓ 1901			✓ 656	✓ 12	✓ 6557
✓ 1903			✓ 700	✓ 12	✓ 6557
<i>Weekly off</i>					
✓ 1901			✓ 653	✓ 12	✓ 6557
✓ 1902			✓ 654	✓ 12	✓ 6557
✓ 1907			✓ 655	✓ 12	✓ 6557
✓ 1903			✓ 703	✓ 12	✓ 6557
<i>Weekly off</i>					
✓ 1906			✓ 655	✓ 12	✓ 6557
✓ 1909			✓ 653	✓ 12	✓ 6557
✓ 1903			✓ 655	✓ 12	✓ 6557
✓ 1958			✓ 653	✓ 12	✓ 6557
<i>Weekly off</i>					

Jan



SEIKO PRECISION INC.

Form M

#  
2698 Imran Farhad

Dispatch Jan 2023-Feb 2023

1	2	3	4	5	6
✓ 1901			✓ 703	✓ 12	✓ 6557
✓ 1901			✓ 659	✓ 12	✓ 6557
✓ 1903			✓ 659	✓ 12	✓ 6557
✓ 1906			✓ 654	✓ 12	✓ 6557
<i>Weekly off</i>					
✓ 1901			✓ 703	✓ 12	✓ 6557
✓ 1903			✓ 659	✓ 12	✓ 6557
✓ 1902			✓ 706	✓ 12	✓ 6557
✓ 1902			✓ 658	✓ 12	✓ 6557
✓ 1902			✓ 655	✓ 12	✓ 6557
✓ 1900			✓ 658	✓ 12	✓ 6557
✓ 1903			✓ 700	✓ 12	✓ 6557
✓ 1902			✓ 659	✓ 12	✓ 6557
✓ 1902			✓ 701	✓ 12	✓ 6557
<i>Weekly off</i>					

12  
92

Jan



SEIKO PRECISION INC.

Form M



Ref: DY/006/2023

Dated: 01/February/2023

To,

Mr. Imran Farhad Muhammadu Najeebdeen  
Emp Code : 2698  
Department: Dispatch  
Designation: Data Entry Operator

Subject : **ACCEPTANCE OF YOUR RESIGNATION**

Dear Imran Farhad Muhammadu Najeebdeen,

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 8<sup>th</sup> February 2023.

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

  
Adnan Meerji  
General Manager

01 FEB 2023

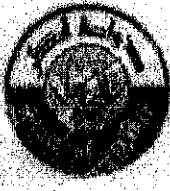
Dof - 18 - Sep - 22  
Doha - Colombo - Doha

CC:

- HR & Admin
- Finance department

Attachments: Internal clearance form.





## **State Of Qatar Residency Permit**

دو لہ قتل 2698

ID.No:	30114402461	الرقم الشخصي:
D.O.B:	07/07/2001	تاريخ الميلاد:
Expiry:	17/09/2023	الصلاحية:
Nationality:	SRILANKA	ال الجنسية:
Occupation:	سائق	المهنة:
الاسم: عمران فارهاد ر محمد نجحيب الدين		



Name: IMRAN FARHAD MUHAMMADU NAJEEBDEEN

Passport Number:	N906B176	رقم جواز السفر:
Passport Expiry:	11/10/2031	تاريخ انتهاء الجواز:
Serial No:	30130114402461	الرقم المسلسل:
Residency Type:	عمل	نوع الرخصة:
Employer:	شركة والتي تحددها	المستخدم:
General Director of the General Directorate of Passports	توقيع حامل البطاقة	Holder's signature

