

FINAL					
FULL & FINAL SETTLEMENT OF		Mr. Asad Mehmood			
EMP. NO:		2216			
DEPARTMENT & DESIGNATION		Marketing-Merchandiser			
TO BE RELIEVED ON		19-Sep-2023			
Bank:		DPAY			
Basic salary		QR	1,500.00		
HRA		QR			
Other Allowance		QR			
Transport Allowance		QR			
Food Allowance		QR			
Camp Boss Allowance		QR			
Leave Category			30		
Appointment date			12-May-18		
Joining/Encashment Date			10-Aug-23		
SALARY SEPTEMBER'2023					
From	1-Sep-23	To	19-Sep-23	QR	
	19.00 days @ QR		50.00	950.00	
OVERTIME AUGUST'2023					
Normal Working	0.00 hrs. @		7.81	-	
Holiday - Working	32.00 hrs. @		9.38	300.00	
OVERTIME SEPTEMBER'2023					
Normal Working	0.00 hrs. @		7.81	-	
Holiday - Working	16.00 hrs. @		9.38	150.00	
SALES COMMISSION - AUGUST'2023					
500.00					
LEAVE SALARY SETTLEMENT					
From	10-Aug-23	To	19-Sep-23	41 Days	
{ 41 x 30 } / 335 =		3.67	50.00	184.00	
END OF SERVICE BENEFITS					
From	12-May-18	To	19-Sep-23	1956	5,650.00
{ 1956 (Total) = 1956 days }			113.00 days		
{ 21 / 365 x 1956 }			50.00 Rate		
AIR TICKET					
One-way Air Ticket paid by company (Doha - Islamabad)				1,000.00	
TOTAL				8,734.00	
Less : Vehicle Front Wheel Rim damage charges				(300.00)	
GRAND TOTAL				8,434.00	
(QRs Eight Thousand Four Hundred Thirty Four only)					
Prepared By 	Verified By 	Verified By 	Approved By 		
Sr. Executive-Finance	Manager-HR 11/09/23	Sr. Manager-Finance	General Manager		
I, the undersigned Mr. Asad Mehmood declare that I have received with thanks from M/s DANDY Company Ltd. all my dues totaling QR.8,434.00 (QRs Eight Thousand Four Hundred Thirty Four 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 Emp. No.	Mr. Asad Mehmood 2216				
Signature Date					

Doc. Number	2333003105	Company Code	1003	Fiscal Year	2023
Doc. Date	09.10.2023	Posting Date	09.10.2023	Period	10
Calculate Tax	<input type="checkbox"/>				
Ref.Doc.	2216				
Doc. Currency	QAR				

Line	Debit	Description	Credit	Amount	Date
31	901692	ASAD MEHMOOD			
40	401500	FC-Basic Salary	901692	8,434.00 -	F&F Settlement of Asad Mehmood Riasat Khan 2216
40	401102	VC-Holiday Overtime	901692	950.00 - Basic Salary 01/09/23 - F&F	of Mr.
40	401102	VC-Holiday Overtime	901692	300.00 - Hol OT Aug 23 - F&F Settlement of Asad Mehmood 2216	Hol OT
40	207005	Pay-Staff Commission	901692	150.00 - F&F Settlement - Asad Mehmood 2216	F&F
40	207001	Pay-Leave Salary	901692	500.00 - Sales Commission Aug 23 - F&F	of Asad Mehmood 2216
40	202000	Provision for EOSB	901692	184.00 - Live Slry Alm 10/8/23-19/9/23 - F&F	of Asad Mehmood 2216
40	401514	FC-Annual Air Ticket	901692	5,650.00 - EOSB Ben 12/5/18-19/9/23 - F&F	of Asad Mehmood 2216
50	104099	Ad to Emp-Others	901692	1,000.00 - Air Fare-Dohri Islamabad - F&F	- Asad Mehmood 2216
				300.00 - Ven Front Wheel Rim - F&F	of Asad Mehmood 2216



Ref: DY/050/2023

Dated: 19/September/2023

Teo

Mr. Asad Mehmood
Emp Code : 2216
Department: Marketing
Designation: Merchandiser

Subj

ACCEPTANCE OF YOUR RESIGNATION

Dear Asad Mehmood,

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 19th September 2023.

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

Saadah Perwaz Waris
General Manager

Doh. 12-May-18
Doha - Islamabad - Doha

26.01.2023

55

- HR & Admin
 - Finance department

Attachments: Internal clearance form.





Internal Clearance Form

		Date of Initiation:		
Full Name : Asad Mahmood Job Title : Merchandiser Employee Code : 2216 DOJ : Last working day : 19-09-2023 Department : Sales Business Unit : Dandy Reporting to : Aftab Ahmed Date of leaving :				
Particulars	Condition Of Return	Recoveries If Any	Charge Taken By	Signature Of Head Of Department
DEPARTMENT				
• Files/Register/Documents • Manuals • Tools • Safety Equipment	—	—	<i>No replaced</i>	<i>[Signature]</i>
IT				
• Computer / Laptop • Flash Drive • Email ID Deactivation • Mobile Handset • Sim Card • Telephone	—	—	—	<i>M. A. [Signature]</i> <i>24/09/2023</i>
WORKSHOP 29058606159	PLZ note (Rim Damage we will Revert) <i>(PLZ deducted 300 QAR)</i> • Vehicle 49365 - Vehicle Handover done. No Traffic Fines.			
STORES	—	—	—	<i>N.M. [Signature]</i> <i>20-9-23</i>
HR/ADMINISTRATION	<i>Ticket amount to be paid as the employee has already purchased the ticket.</i> • Company Accommodation • Health Card • Insurance Card • Employee ID Card • Legal Case			
FINANCE	No liability against Petty Cash. No Loans and advances —			
Signature (Employee) :-		Unit - HR :-		

Month : Aug-23

SN	Emp Code	Name	Job title	Department	Fridays	Public Holidays	No of Days	OT Hrs	Total Hrs	OT @ 1.5	Remarks /Justification
1	2216	Asad Mehmood	Merchandiser/ Sh	Marketing	4	0	4	8.	32	48	

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	2216	Asad Mehmood	Merchandiser/ Sh	Marketing	2	0	2	8	16	24	



A handwritten signature is written over a circular stamp. The stamp contains the text "HR Department".

First In Last Out

Employee ID	First Name	Department	Date	Weekday	First Check	Last Check Out	Total Time
2216	Asad Mehmood	Marketing	2023-08-01	Tuesday	05:52		
2216	Asad Mehmood	Marketing	2023-08-02	Wednesday	05:55		
2216	Asad Mehmood	Marketing	2023-08-03	Thursday	05:55		
2216	Asad Mehmood	Marketing	2023-08-04	Friday	05:52		
2216	Asad Mehmood	Marketing	2023-08-05	Saturday	06:08		
2216	Asad Mehmood	Marketing	2023-08-06	Sunday	05:55		
2216	Asad Mehmood	Marketing	2023-08-07	Monday	05:57		
2216	Asad Mehmood	Marketing	2023-08-08	Tuesday	05:52		
2216	Asad Mehmood	Marketing	2023-08-09	Wednesday	05:56		
2216	Asad Mehmood	Marketing	2023-08-10	Thursday	05:56		
2216	Asad Mehmood	Marketing	2023-08-11	Friday	05:56		
2216	Asad Mehmood	Marketing	2023-08-12	Saturday	05:57		
2216	Asad Mehmood	Marketing	2023-08-13	Sunday	05:55		
2216	Asad Mehmood	Marketing	2023-08-14	Monday	05:56		
2216	Asad Mehmood	Marketing	2023-08-15	Tuesday	05:56		
2216	Asad Mehmood	Marketing	2023-08-16	Wednesday	05:54		
2216	Asad Mehmood	Marketing	2023-08-17	Thursday	05:55		
2216	Asad Mehmood	Marketing	2023-08-18	Friday	05:58		
2216	Asad Mehmood	Marketing	2023-08-19	Saturday	05:55		
2216	Asad Mehmood	Marketing	2023-08-20	Sunday	06:03		
2216	Asad Mehmood	Marketing	2023-08-21	Monday	06:00		
2216	Asad Mehmood	Marketing	2023-08-22	Tuesday	05:59		
2216	Asad Mehmood	Marketing	2023-08-23	Wednesday	05:58		
2216	Asad Mehmood	Marketing	2023-08-24	Thursday	05:59		
2216	Asad Mehmood	Marketing	2023-08-25	Friday	05:57		
2216	Asad Mehmood	Marketing	2023-08-26	Saturday	05:55		
2216	Asad Mehmood	Marketing	2023-08-27	Sunday	05:57		
2216	Asad Mehmood	Marketing	2023-08-28	Monday	05:58		
2216	Asad Mehmood	Marketing	2023-08-29	Tuesday	05:54		
2216	Asad Mehmood	Marketing	2023-08-30	Wednesday	05:58		
2216	Asad Mehmood	Marketing	2023-08-31	Thursday	05:57		

Month of Aug

0 Days A/H



First In Last Out

Employee	First Name	Department	Date	Weekday	First Check In	Last Check Out	Total Time
2216	Asad Mehmood	Marketing	2023-09-01	Friday	05:53		
2216	Asad Mehmood	Marketing	2023-09-02	Saturday	05:55		
2216	Asad Mehmood	Marketing	2023-09-03	Sunday	05:58		
2216	Asad Mehmood	Marketing	2023-09-04	Monday	05:56		
2216	Asad Mehmood	Marketing	2023-09-05	Tuesday	06:08		
2216	Asad Mehmood	Marketing	2023-09-06	Wednesday	05:59		
2216	Asad Mehmood	Marketing	2023-09-08	Friday	05:57		
2216	Asad Mehmood	Marketing	2023-09-09	Saturday	05:56		
2216	Asad Mehmood	Marketing	2023-09-10	Sunday	05:54		
2216	Asad Mehmood	Marketing	2023-09-11	Monday	05:55		
2216	Asad Mehmood	Marketing	2023-09-12	Tuesday	05:55		
2216	Asad Mehmood	Marketing	2023-09-13	Wednesday	06:06		
2216	Asad Mehmood	Marketing	2023-09-14	Thursday	06:03		
2216	Asad Mehmood	Marketing	2023-09-15	Friday	06:00		
2216	Asad Mehmood	Marketing	2023-09-16	Saturday	06:00		
2216	Asad Mehmood	Marketing	2023-09-17	Sunday	05:18		
2216	Asad Mehmood	Marketing	2023-09-18	Monday	06:00		
2216	Asad Mehmood	Marketing	2023-09-19	Tuesday	05:23		

7 - 9 ~ 23 - 40 / off-

month of Sept.

0 . days 43



Mansoor Ahmed Khan

From: Ibrahim Amin Ibrahim Ismail <ibrahim@aayan.com.qa>
Sent: Tuesday, August 22, 2023 12:12 PM
To: malsaiied; Mansoor Ahmed Khan
Cc: z.hamza
Subject: RE: Nissan sunny - 49365

Dear Mr. Mansoor,
Good morning,

Please provide approval for invoicing of the below amount QR300/- as soon as possible.

Kind Regards,
IBRAHIM ISMAIL
Assistant Operations Manager Maintenance & Service
AAYAN LEASING CO. - QATAR

P.O.Box : 2130
Doha - Qatar
Tel : +974 44 999 887
Fax :
Mobile : +974 33 867 820
Web : <http://www.aayan.com.qa>



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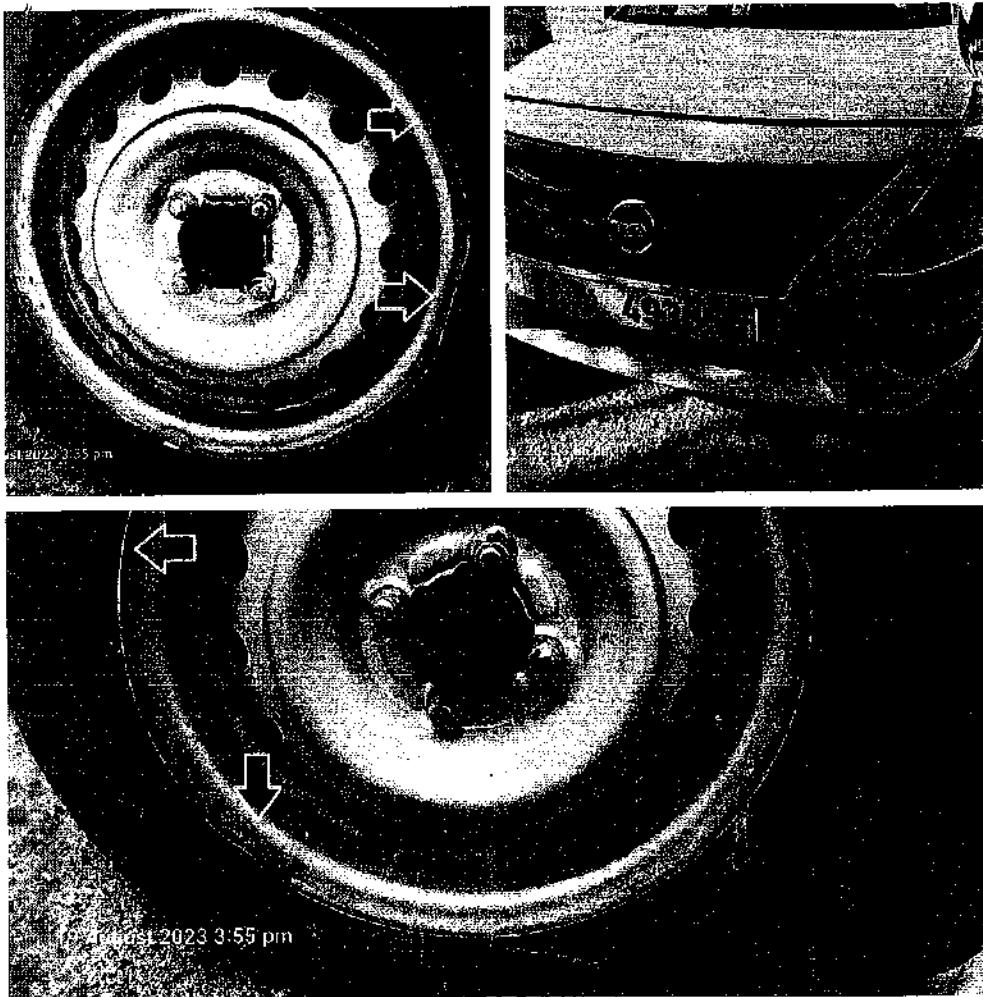
From: malsaiied <malsaiied@aayan.com.qa>
Sent: Tuesday, August 22, 2023 12:08 PM
To: Mansoor Ahmed Khan <mansoor@dandy.qa>
Cc: z.hamza <z.hamza@aayan.com.qa>; Ibrahim Amin Ibrahim Ismail <ibrahim@aayan.com.qa>
Subject: Nissan sunny - 49365

Dear,

Regarding nissan sunny check vehicle body vibration We would like inform you we found front wheel rim damage " from the user"

So has been change front wheel rim and this cost we are sorry we can't cover.

The total amount is : 300 QR



Mohamed Nader Al sayed
 Workshop supervisor
 Aayan leasing company
 (Ras Abu Aboud branch - Industrial Area Branch ST.38)

Qatar-Doha
 P.O. Box: 2130
 Mobile: +974 55876502
 24-hour service: +974 50804962
 E-mail: malsayed@aayan.com.qa
 Web: www.aayan.com.qa



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Dandy Company Ltd

PO Box: 2239

Doha

Qatar

Breakup of Cost Centre

Group Summary

1-Jan-2011 to 27-Sep-2023

Page 1

Particulars	Cost Centre: 2216 Asad Mehmood		
	Transactions		Closing Balance
	Debit	Credit	
15 Other Deductions	120.00	120.00	
17 Loan/Advances	300.00	300.00	
Grand Total	420.00	420.00	

Fare sheet for the Month of Sep 2023

ISLAMABAD	PAKISTAN	1000	850	240	1800	1580	480
KARACHI	PAKISTAN	1050	900	240	1900	1680	480
KATHMANDU	NEPAL	900	780	230	1550	1350	380
KANNUR	INDIA	1000	1000	300	2100	2100	400
KABUL	AFGANISTAN	1550	1230	260	2980	2300	390
KHARTOUM	SUDAN	2080	1720	380	3450	2750	750
KUALALUMPUR	MALAYSIA	2950	2300	350	5050	4040	660
KOLKOTTA	INDIA	1500	1250	350	2500	2050	510
LAGOS	NIGERIA	2550	2000	460	4400	3530	740
LUKNOW	INDIA	1100	900	300	2600	2100	510
LAHORE	PAKISTAN	1000	880	230	1800	1460	450
MOGADISHU	SOMALIA	2260	1820	420	3700	2900	680
MUMBAI	INDIA	1400	1150	350	2280	1900	510
MANILA	PHILIPPINES	1850	1500	450	2900	2350	650
MADURAI	INDIA	1250	1000	200	2250	2100	550
MANGALORE	INDIA	1050	850	280	2250	1850	400
MUSCAT	OMAN	1300	1100	260	2150	1740	480
NAIROBI	KENYA	1850	1480	350	3000	2460	560
NAGPUR	INDIA	1400	1160	280	2250	1800	480
PUNE	INDIA	1220	1080	200	2250	1820	420
PATNA	INDIA	1050	850	280	2250	1850	380
PESHWAR	PAKISTAN	1000	880	230	1800	1460	450
SANA'A	YEMEN						
SRINAGAR	INDIA	1550	1350	230	2550	2150	380
TRICHY	INDIA	1300	1080	200	2450	2020	340
THRIVANTHAPURAM	INDIA	1400	1150	300	2380	1980	500
TUNIS	TUNISIA	2750	2160	480	4250	3400	780
VADODARA	INDIA	1220	1080	200	2250	1820	420
VARANASI	INDIA	1220	1080	200	2250	1850	380

Dandy Company Ltd
 PO Box: 2239
 Doha
 Qatar

Employee Salary Structure Details
 for period 1-Jan-2012 to 30-Sep-2023

Name : 2216 Asad Mehmood (2216)

Page 1

Under : 2 Dairy Sales
 (# Primary)

Salary Details

Effective From	Pay Head	Rate	Per	Pay Head Type	Calculation Type	Computed On
1-Sep-2022	01 Basic	1,500.00	Months	<i>Earnings for Employees</i>	<i>On Attendance</i>	
	46 Food Allowance			<i>Earnings for Employees</i>	<i>On Attendance</i>	
	05 Commission			<i>Earnings for Employees</i>	<i>As User Defined Value</i>	
	06 Friday Allowance			<i>Earnings for Employees</i>	<i>As User Defined Value</i>	
	08 Absentism During Previous Month	1,500.00	Months	<i>Deductions from Employees</i>	<i>On Attendance</i>	
	09 Commission Arriars			<i>Earnings for Employees</i>	<i>As User Defined Value</i>	
	10 Salary Arriars	1,500.00	Months	<i>Earnings for Employees</i>	<i>On Attendance</i>	
	11 Unspecified Leave Payments			<i>Earnings for Employees</i>	<i>As User Defined Value</i>	
	17 Loan/Advances			<i>Loans and Advances</i>	<i>As User Defined Value</i>	
	20 Friday Allowance Arriars			<i>Earnings for Employees</i>	<i>As User Defined Value</i>	
	22 Bonus Payments			<i>Earnings for Employees</i>	<i>As User Defined Value</i>	
	26 Other Overtime			<i>Earnings for Employees</i>	<i>As User Defined Value</i>	
	27 Other Incentives			<i>Earnings for Employees</i>	<i>As User Defined Value</i>	
	29 LOP - Misconduct Deductions	1,500.00	Months	<i>Deductions from Employees</i>	<i>On Attendance</i>	
	31 Other Payments			<i>Earnings for Employees</i>	<i>As User Defined Value</i>	
	15 Other Deductions			<i>Loans and Advances</i>	<i>As User Defined Value</i>	
	47 12Days Basic			<i>Earnings for Employees</i>	<i>As User Defined Value</i>	
	48 12 Days Other Allowance			<i>Earnings for Employees</i>	<i>As User Defined Value</i>	
	49 12 Days Food Allowance			<i>Earnings for Employees</i>	<i>As User Defined Value</i>	
	35 Current Month Absents	1,500.00	Months	<i>Deductions from Employees</i>	<i>On Attendance</i>	
	36 31Days Last Month Absent	1,500.00	Months	<i>Deductions from Employees</i>	<i>On Attendance</i>	
	37 30 Days Last Month Absent	1,500.00	Months	<i>Deductions from Employees</i>	<i>On Attendance</i>	
	38 Current Month Salary Arrears	1,500.00	Months	<i>Earnings for Employees</i>	<i>On Attendance</i>	
	39 30 Dyas Salary Arrears	1,500.00	Months	<i>Earnings for Employees</i>	<i>On Attendance</i>	
	40 31 Dyas Salary Arrears	1,500.00	Months	<i>Earnings for Employees</i>	<i>On Attendance</i>	
	41 29 Dyas Salary Arrears	1,500.00	Months	<i>Earnings for Employees</i>	<i>On Attendance</i>	
	42 28 Dyas Salary Arrears	1,500.00	Months	<i>Earnings for Employees</i>	<i>On Attendance</i>	
	43 28 Days Last Month Absent	1,500.00	Months	<i>Deductions from Employees</i>	<i>On Attendance</i>	
	44 29 Days Last Month Absent	1,500.00	Months	<i>Deductions from Employees</i>	<i>On Attendance</i>	
	45 Salary Deferral			<i>Deductions from Employees</i>	<i>As User Defined Value</i>	
	07 Overtime Payments			<i>Earnings for Employees</i>	<i>On Production</i>	
	24 Public Holiday OT Payments	9.38		<i>Earnings for Employees</i>	<i>On Production</i>	

Dandy Company Ltd
PO Box: 2239
Doha
Qatar

Pay Slip
for August-2023

2216 Asad Mehmood

Employee Number:	2216	Income Tax Number (PAN):
Function	Sales	
Designation	Van Salesman	
Location	Factoy	
Bank Details	:	
Date of Joining	12-May-2018	

Attendance Details	Value		
Attendance	31 Days		
Earnings	Amount	Deductions	Amount
Basic	1,500.00		
Commission	500.00		
Friday Allowance	450.00		
Total Earnings	2,450.00	Total Deductions	
		Net Amount	Qr 2,450.00

Amount (in words):

Qatar Riyal Two Thousand Four Hundred Fifty Only

for Dandy Company Ltd

Authorised Signatory

Your trip

TRAVELER

Mr Aled Mahmood

Booking ref:
Document Issue Date:

QSA20 01 Oct 2023
27 September
2023

Agency

VICTORIA TRAVEL - INDUSTRIAL AREA
BRANCH
BUILDING 27 ZONE 57 STREET 22
INDUSTRIAL AREA
DOHA QATAR
+974 44408698
+974 44862111
info@victoria-travel.com

Telephone
Fax
Email

Discover Amadeus Media Solutions

Today: 02 October 2023

Catay Airways QR 612

Check-in

Departure: 02 October 15:15
Arrival: 02 October 20:40
Duration:
Booking status:
Class:
Equipment:
Flight meal:

Date: (United International) (+)
International (International) (+)
03-25 (Non stop)
Confirmed
Economy (N)
AIRBUS A380-800
Meal

Please log in before 02 Oct 2023 at 23:59, otherwise will cancel the itinerary without notice. Thank you.

Airline Booking Reference(s)
PK (QSA20) QSA20

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State Of Qatar
Residency Permit



دوّلّة قطر ٢٠١٦

رخصة إقامة

ID No: 29058606159 رقم الشخص:

D.O.B.: 16/06/1990 تاريخ الميلاد:

Expiry: 10/05/2024 الصلاحية:

Nationality: PAKISTAN الجنسية:

Occupation: سائق المهنة:

Name: ASAD MEHMOOD RIASAT KHAN الاسم: اسد محمد رياست خان

Passport Number: XV0150882 رقم جواز السفر:

Passport Expiry: 07/05/2024 تاريخ التهاب الجواز:

Serial No: 30629058606159 السريل:

Residency Type: عمل نوع الإقامة:

Employer: مدير عام إدارة الجوازات المستأجر:

General Director of the General Directorate of Passports

Holder's signature: 

