



Main Branch

شركات
Corporate

رقم الشيك
Cheque No. 00009954

08-Feb-2024

التاريخ

Date

إدفعوا لأمر
أو لحامله

Pay to the order of
or bearer

** THUSHANTHAN GOGARAJA **

Amount
in words

** FOUR THOUSAND FOUR HUNDRED FORTY ONLY **

المبلغ
بالحرروف

ر.ق
Q.R

4,440.00

SECURITY PRINTING PRESS

UMMSAID BAKERY

A/C No. 1000-00792-506

Signature التوقيع

Please do not write or stamp in the space below this line

الرجاء عدم الكتابة أو وضع حتم أسفل الخط

00009954 016340200151 00000100000792506

PAYMENT ADVICE

Ummasaid Bakery Qatar

Al Meena Street

P.O. BOX: 1444 Doha Qatar

Email info@qbake.qa



PAYEE NAME : THUSHANTHAN GOGARAJA

106422

THUSHANTHAN GOGARAJA

Doha-Doha

Paym Date:

Doc.No: 2434004938

Payment Method :

Exch.rate:

Remarks: FF THUSHANTHAN #6550

Ref. Doc. No	Posting Date	DC Type	Sup. Doc. No	Sup. Doc. Date	Currency	Doc Amount	Adjustment	Pay. Amount
2433000185	08.02.2024	KR	00009954	08.02.2024	QAR	4,440.00		4,440.
Total					QAR	4,440.00	0.00	4,440.

Bank Name	A/C No.	Cheque No	Cheque Date	Currency	Amount	Remarks
DUKHAN BANK	100000792506	00009954	08.02.2024	QAR	4,440.00	

Amount in Words : Qatari Riyal Four Thousand Four Hundred Forty Only

tyb
Created

Ansley *Re*
Verified

Jan

Authorised

Receiver's Details

Kindly Acknowledge the receipts

Name :

Signature :

Payment Request Approvals

Pay. Req. Ref	PR Date	Creator	Level 1	Level 2	Level 3	Level 4	Level 5

Service Period From: 08-11-21 To 13-02-24																																										
FULL AND FINAL SETTLEMENT OF Mr.		USB	THUSHANTHAN GOGARAJA																																							
TO BE RECEIVED ON		13-Feb-24	106422 - 6550																																							
DEPARTMENT		Dispatch																																								
DESIGNATION		Dispatcher																																								
<table border="1"> <tr> <td>Basic Salary</td> <td>QR</td> <td>1,200</td> </tr> <tr> <td>HRA</td> <td>QR</td> <td>-</td> </tr> <tr> <td>Transport Allowance</td> <td>QR</td> <td>-</td> </tr> <tr> <td>Telephone Allowance</td> <td>QR</td> <td>-</td> </tr> <tr> <td>Cost of Living Allowance</td> <td>QR</td> <td>300</td> </tr> <tr> <td>Food Allowance</td> <td>QR</td> <td>-</td> </tr> <tr> <td>Other Allowance</td> <td>QR</td> <td>1,500</td> </tr> <tr> <td>Total Package</td> <td>2 Years 3 Months 5 Days</td> <td>21</td> </tr> <tr> <td>Service Duration</td> <td>8-Nov-21</td> <td></td> </tr> <tr> <td>Leave Category</td> <td>9-May-23</td> <td></td> </tr> <tr> <td>Appointment date</td> <td>d-Pay Card</td> <td></td> </tr> <tr> <td>Joining/Rejoining/Encashment date</td> <td></td> <td></td> </tr> <tr> <td>Payment Type</td> <td></td> <td></td> </tr> </table>				Basic Salary	QR	1,200	HRA	QR	-	Transport Allowance	QR	-	Telephone Allowance	QR	-	Cost of Living Allowance	QR	300	Food Allowance	QR	-	Other Allowance	QR	1,500	Total Package	2 Years 3 Months 5 Days	21	Service Duration	8-Nov-21		Leave Category	9-May-23		Appointment date	d-Pay Card		Joining/Rejoining/Encashment date			Payment Type		
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SALARY																																										
BASIC SALARY		13-Feb-24																																								
From	1-Feb-24	to																																								
	13	days @ QR	41.38																																							
FOOD ALLOWANCE		13-Feb-24																																								
From	1-Feb-24	to																																								
	13.00	days @ QR	10.34																																							
OVERTIME & COMMISSION																																										
OVERTIME	Hours	Amount																																								
	Jan-24	Feb-24	Jan-24 Feb-24																																							
Normal	66	30	412.50 187.50																																							
Holiday	2	36	15.00 270.00																																							
LEAVE SALARY																																										
BASIC SALARY		13-Feb-24																																								
From	9-May-23	to																																								
(280 x 21) / 344 =	17.09	days @ QR	40.00																																							
AIR TICKET EXIT		13-Feb-24																																								
Amount of air fare	(Local Transfer)																																									
DOHA-Colombo																																										
SELF																																										
Full Fare QR. 1250																																										
END OF SERVICE BENEFITS																																										
From	08-Nov-2021 to	13-Feb-2024	2,199																																							
(828 Days)																																										
(1200 x 21 / 26 x 828 / 365)																																										
Less: Recovery on account of loan and advances paid for expenses as per attached working																																										
Less: Unauthorized absenteeism 00 day in 2023.																																										
NET TOTAL																																										
(Qrs.Four Thousand Four Hundred Forty Only)																																										
Prepared by <i>Thushanthan Gogaraja</i> 07-02-24 Accountant	Verified by <i>Anwar Qazi</i> Manager HR & Admin 13-02-24	Verified by <i>Mohamed Asthak</i> Chief Accountant 13-02-24	Verified by <i>Sameer Mohammed</i> Sr. Finance Manager 13-02-24	Approved by <i>Sahibzada Bhat</i> General Manager 13-02-24																																						
<p>I, the undersigned Thushanthan Gogaraja declare that I have received with thanks from Umm Said Bakery all my dues relating to salary, leave salary and end of service totaling QR. 4,440 (Qrs.Four Thousand Four Hundred Forty Only) vide Cheque No.</p> <p>I further declare that by receiving the total amount stated above, no further amounts of any type or origin remain due from Umm Said 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.</p>																																										
Name	THUSHANTHAN GOGARAJA																																									
Signature																																										
Date																																										

Ref: CHR/F3RA/24/11

Dated: 31st January 2024

To,

Mr. Thushanthan Gogaraja
Bakery Division
Dispatcher
Emp. Code: 6550

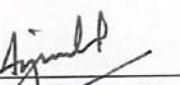
Subject : ACCEPTANCE OF YOUR RESIGNATION

Dear Thushanthan,

This refers to your resignation letter from the company's services.

The Management hereby accepts your resignation. You will be relieved from your responsibilities with effect from the closing hours of 13th February 2024.

You are requested to collect your final settlement after submitting the required internal clearance form to the Finance department.


Anjum Hussain Abedi
Senior Manager - HR & Admin


Saheem Ahmed Bhat
General Manager

CC:

- Dispatch department
- HR & Admin
- Finance department

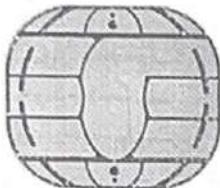
Attachments: Internal clearance form.



State of Qatar
Residency Permit



دولة قطر
رخصة إقامة



ID. No: 29714403386 الرقم:

D.O.B. 24/04/1997 تاريخ الميلاد:

Expiry: 01/11/2024 الصلاحية:

سريلانكا الجنسية:

Nationality: SRILANKA

Occupation: فورمان المهمة:



الاسم: كوشانthan غو غاراجا

Name: THUSHANTHAN GOGARAJA

Passport Number: N7567429 رقم جواز السفر:

Passport Expiry: 29/08/2027 تاريخ انتهاء الجواز:

Serial No: 111012033E80A127 الرقم المسلسل:

Residency Type: عمل نوع الرخصة:

Employer: مخبز امسعید المستقدم:

مدير عام الجنسية والمنافذ وشؤون الوفدين
General Director of Nationality,
Borders & Expatriates Affairs

توقيع حامل البطاقة
Holder's Signature

