

Doc. Type	Document	Company Code	1003	Fiscal Year	2025
Doc. Number	2533000398	Posting Date	27.05.2025	Period	05
Doc. Date	27.05.2025				
Calculate Tax	<input type="checkbox"/>				
Ref. Doc.	F&F EMP-1883				
Doc. Currency	QAR				

31	901347	KAIJUB MIYA					
40	401102	VC-Holiday Overtime	25330003982025			8,092.00-	F&F Settlement OF KAIJUB MIYA EMP-1883 MAY-25
40	207001	Pay-Leave Salary	25330003982025			75.00	F&F Settlement OF KAIJUB MIYA EMP-1883 20MAR25-27MAY25
40	202000	Provision For ESB	25330003982025			309.00	F&F Settlement OF KAIJUB MIYA EMP-1883 26OCT17-27MAY25
50	401500	FC-Basic Salary	25330003982025			7,950.00	F&F Settlement OF KAIJUB MIYA EMP-1883 MAY-25
50	401500	FC-Basic Salary	25330003982025			48.00	F&F Settlement OF KAIJUB MIYA EMP-1883 MAY-25
						194.00	F&F Settlement OF KAIJUB MIYA EMP-1883 MAY-25

	FINAL				
<b>FULL &amp; FINAL SETTLEMENT OF</b>	<b>Mr.Kaijub Miya</b>				
<b>EMP. NO:</b>	<b>1883</b>				
<b>DEPARTMENT &amp; DESIGNATION</b>	<b>Sales-Van Salesman</b>				
<b>TO BE RELIEVED ON</b>	<b>27-May-2025</b>				
<b>Bank:</b>	<b>DPAY</b>				
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	26-Oct-17				
Joining/Encashment Date	20-Mar-25				
<b>Qr</b>					
<b>SALARY MAY'2025</b>					
From	1-May-25	To	27-May-25	-	Paid in WPS
			27.00 days @ Qr	48.39	
<b>OVERTIME APRIL'2025</b>					
Normal Working	0.00 hrs. @	7.81	-	Paid in WPS	
Holiday - Working	32.00 hrs. @	9.38	-		
<b>OVERTIME MAY '2025</b>					
Normal Working	0.00 hrs. @	7.81	-		
Holiday - Working	8.00 hrs. @	9.38	75.00		
<b>LEAVE SALARY SETTLEMENT</b>					
From	20-Mar-25	To	27-May-25	69 Days	
( 69 x 30 ) / 335 =		6.18	50.00	309.00	
<b>END OF SERVICE BENEFITS</b>					
From	26-Oct-17	To	27-May-25	2771	7,950.00
( 2771 (Total) = 2771 days)			159.00 Days		
( 21 / 365 x 2771 )			50.00 Rate		
<b>AIR TICKET</b>					
One-way Air Ticket Paid by company ( Doha - Kathmandu)					
TOTAL				8,334.00	
Less: Absenteeism in May 25		1 Days		(48.00)	
Less : Full salary for May 25 was paid through WPS, but the last working day (LWD) is 27/05/2025		4 Days		(194.00)	
<b>GRAND TOTAL</b>				8,092.00	
(QRs Eight Thousand Ninety Two only)					
Prepared By  Asst. Manager Finance	Verified By  Asst. Manager HR	Verified By  Sr. Manager-Finance	Approved By  General Manager		
I, the undersigned Mr.Kaijub Miya declare that I have received with thanks from M/s DANDY Company Ltd. all my dues totaling Qr.8,092.00 (QRs Eight Thousand Ninety Two 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.Kaijub Miya 1883				
Signature Date					



Ref: DY/031/2025

Dated: 27 / May /2025

To,

Mr. Kaijub Rain  
Emp Code : 1883  
Department: Sales  
Designation: Van Salesman

Subject : ACCEPTANCE OF YOUR RESIGNATION

Dear Kaijub Rain,

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 27<sup>th</sup> May 2025.

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

Saadain Perwaiz Waris  
General Manager

Do. 26- Oct - 17  
Doha KTM - Doha

CC:

- HR & Admin
- Finance department

Attachments: Internal clearance form.





### Internal Clearance Form

Date of Initiation: 29/5/25

Full Name : <u>Koijib Rejin</u> Job Title : <u>Sales</u> Employee Code : <u>1883</u> DOJ : <u>—</u> Last working day : <u>27/05/25</u> Department : <u>Sales</u> Business Unit : <u>Dandy</u> Reporting to : <u>Sales Manager</u> Date of leaving : <u>—</u>				
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	—	—	Sueb thapp Emp: 1964	
<b>IT</b> • Computer / Laptop • Flash Drive • Email ID Deactivation • Mobile Handset • Sim Card • Telephone	Route handover to — Invoice not pending	Emp 1964	—	Rec 29/05/25
<b>WORKSHOP</b> • Vehicle <u>126897</u>	Vehicle	Handover done, No TDR. Fines.		
<b>STORES</b>	05 CRATES IN MARKET NO VAN STOCK VARIANCE	<del>W 1-6/25 Jamil Globus 01/06/2025</del>		
<b>HR/ADMINISTRATION</b> • Company Accommodation • Health Card • Insurance Card • Employee ID Card • Legal Case	Employee is existing Qatar need to book exit ticket. —	—	—	<del>Jamil Globus 01/06/2025</del>
<b>FINANCE</b> • Advance • Company Loan • Any Other • Bank Related ○ Personal Loan ○ Credit Card	No liability against petty cash. No loans and advances.			<del>R. J. 01/06/2025</del>

Signature (Employee) :-

Unit - HR :-