

2560000114

Qatar Flour Mills Co.

SERVICE PERIOD FROM: 25-APR-2017 TO: 07-APR-2025	
FULL AND FINAL SETTLEMENT	BABU LAL THING
TO BE RECEIVED ON	07/Apr/2025 4822
DEPARTMENT	FLR. DEL.
DESIGNATION	LABOUR

Basic salary	QAR	1,000
HRA	QAR	-
Transport Allowance	QAR	-
Telephone Allowance	QAR	-
Cost of Living Allowance	QAR	-
Hardship Allowance	QAR	100
Work Allowance	QAR	-
Food Allowance	QAR	300
Total Package	QAR	1,400
Mode of Payment	D-Pay	
Service Duration	7 Years, 11 Months	
Leave Category	80	
Appointment date	25/Apr/2017	
Joining/Rejoining/Encashment date	15/Jun/2024	

MONTHLY SALARY

BASIC

From 1-Apr-2025 to 7-Apr-2025 233 ✓
 7.00 days @ Qr 33.33

HARDSHIP ALLOWANCE

From 1-Apr-2025 to 7-Apr-2025 23 ✓
 7.00 days @ Qr 3.33

OTHER ALLOWANCE

From 1-Apr-2025 to 7-Apr-2025 70 ✓
 7.00 days @ Qr 10.00

LEAVE SALARY

BASIC SALARY

From 15-Jun-2024 to 7-Apr-2025 886 ✓
 (297 x 30) / 335 = 26.60 days @ Qr 33.33

OT/COMMISSION/TRIP MONEY FOR THE MONTH OF APR-25

338 ✓

END OF SERVICE BENEFITS

From 25-Apr-2017 to 7-Apr-2025 6,428 ✓
 (QAR 1000 x 21 / 26 x 2905Days / 365)

EXIT TICKET

Amount of air fare - Sector Doha -Kathmandu 1,020 ✓
 For Self
 1020

NET TOTAL 8,998 ✓

(Qrs.Eight Thousand Nine Hundred Ninety Eight Only)

Prepared By Farooque Ahmed Verified By Zain Mehdi Verified By Shahid ali Khan Reviewed By Faizaan Khatri Approved By Adnan Meerji

Accountant Manager-HR Asst. Manager Finance Sr.Finance Manager General Manager

I, the undersigned Babu Lal Thing declare that I have received with thanks from M/s Qatar Flour Mills Co. all my dues relating to salary, leave salary and end of service totaling Qr.8,998 /- (Qrs.Eight Thousand Nine Hundred Ninety Eight Only) vide Cash in lieu of Cheque /Bank Transfer No.

I further declare that by receiving the total amount stated above, no further amounts of any type or origin remain due from Qatar Flour Mills Co. 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 Babu Lal Thing

Signature

Date

Left Thumb Impression:

Fare sheet for the Month of Apr 2025									
GOA	INDIA		1400	1150	300		3100	2520	640
HYDERABAD	INDIA		1550	1250	310		2800	2300	550
ISTANBUL	TURKEY		1750	1420	300		2920	2380	490
JAIPUR	INDIA		1600	1220	320		2650	2100	330
ISLAMABAD	PAKISTAN		1400	1150	280		2250	1950	640
KARACHI	PAKISTAN		1400	1150	280		2150	1820	580
KATHMANDU	NEPAL		1020	900	260		2880	2400	540
KANNUR	INDIA		1200	1200	460		2220	2220	550
KABUL	AFGANISTAN		1550	1230	260		3700	3700	510
KHARTOUM	SUDAN		2080	1720	380		3450	2750	750
KUALALUMPUR	MALAYSIA		2950	2300	350		5200	4180	660
KOLKOTTA	INDIA		1620	1330	310		2750	2280	550
LAGOS	NIGERIA		2550	2000	460		4420	3580	780
LUKNOW	INDIA		1550	1300	330		2650	2190	530
LAHORE	PAKISTAN		1400	1150	280		2450	2060	520
MOGADISHU	SOMALIA		2360	1920	450		3960	3130	690
MUMBAI	INDIA		1400	1150	350		2450	2000	500
MANILA	PHILIPPINES		1800	1480	350		3450	2840	630
MADURAI	INDIA		1400	1150	200		2520	2100	350
MANGALORE	INDIA		1400	1200	280		2450	1940	380
MUSCAT	OMAN		1350	1100	260		2270	1850	450
NAIROBI	KENYA		1850	1480	350		2850	2350	540
NAGPUR	INDIA		1580	1440	340		2650	2160	550
PUNE	INDIA		1420	1220	240		2700	2220	480
PATNA	INDIA		1520	1300	260		2400	1900	300
PESHWAR	PAKISTAN		1120	950	280		2420	1920	570
SANAA	YEMEN								
SRINAGAR	INDIA		1550	1300	230		2580	2060	440
TEHRAN	IRAN		2480	2080	480		3600	2850	710
TRICHY	INDIA		1400	1180	240		2500	2080	430
THRIVANTHAPURAM	INDIA		1520	1220	280		2500	2080	500
TORONTO	CANADA		4570	3520	720		6850	5380	1180
TUNIS	TUNISIA		2560	2040	440		4100	3280	720
VADODARA	INDIA		1500	1220	240		2600	2060	350
VARANASI	INDIA		1480	1200	230		2350	1860	320

AM

MB RI

Farooque Ahmad

From: Yasir Shamshad
Sent: Sunday, April 6, 2025 9:27 AM
To: Farooque Ahmad
Subject: FW: Final settlement - Babu Lal thing
Attachments: Final Settlement Trip Money - Babu Lal - 4822.xlsx

Dear Farooque,

PFA excel sheet.

Thanks & Regards,

Yasir Shamshad

Assistant – Human Resources



Qatar Flour Mills Co.

(A Subsidiary of Zad Holding Company Q.P.S.C)

P.O. Box 1444, Doha - Qatar

Tel: +974 44489610 | Fax: +974 44438137 | Mob: +974 55398289

Email: yasir@qfm.qa | Website: www.qfm.qa

From: Tahir <mtahir@qfm.qa>
Sent: Thursday, April 3, 2025 9:35 AM
To: Awais Ahmed <awais@qfm.qa>
Cc: Zain Mehdi <zain@qfm.qa>; Yasir Shamshad <Yasir@qfm.qa>
Subject: RE: Final settlement - Babu Lal thing

Dear Awais

Please find below the details as required :

- | | | |
|--|---|-------------------|
| 1) Attendance from 15-03-2025 to 03-04-2025. | : | No Absenteeism |
| 2) Overtime if any | : | NIL |
| 3) Trip money if any | : | Attached herewith |

Thanks and regards,

Muhammad Tahir
Assistant Manager – Flour Delivery



Qatar Flour Mills Co.

(A Subsidiary of Zad Holding Company Q.P.S.C)

PO Box 1444, Doha - Qatar

Ph: +974 4489632 | Fax : +974 44489634| Mob: +974 50396874

Email: mtahir@qfm.qa| Web : www.qfm.qa

From: Awais Ahmed <awais@qfm.qa>

Sent: Wednesday, April 2, 2025 6:21 PM

To: Tahir <mtahir@qfm.qa>

Cc: Zain Mehdi <zain@qfm.qa>; Yasir Shamshad <Yasir@qfm.qa>

Subject: Final settlement - Babu Lal thing

Dear Mr. Tahir,

Please provide the below details of 4822 – Babu Lal Thing for his final settlement.

- 1) Attendance from 15-03-2025 to 03-04-2025.
- 2) Overtime if any

3) Trip money if any

Thanks & Regards,

Awais Ahmed

Senior Executive – Human Resource



Qatar Flour Mills Co.

(A Subsidiary of Zad Holding Company Q.P.S.C)

P.O. Box 1444, Doha - Qatar

Tel: +974 44489610 | Fax: +974 44438137 | Mob: +974 55865471

Email: awais@qfm.qa | Website: www.qfm.qa

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Extra Trips for Subsidy Flour Delivery During the Month of March 2025

		Trips on Dated																												Trips Amount						
S. No.	CODE	Name of the Employee	Per Trip QR	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total Trips	Trips Amount
1	4822	Babu Lal	26		1																1	1		1	1	2	2	1	1		1			12	312	
				Total Trips Amount																										312						

Prepared By : El Bashir

Dept. Head Signature _____

Approved By GENERAL MANAGER _____

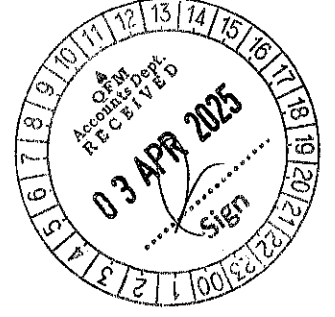
Extra Trips for Subsidy Flour Delivery During the Month of April 2025

				Trips on Dated																												Trips Amount				
S. No.	CODE	Name of the Employee	Per Trip QR	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total Trips	Trips Amount
1	4822	Babu Lal	26		1																														1	26
				Total Trips Amount																												26				

Prepared By : El Bashir

Dept. Head Signature

Approved By GENERAL MANAGER



Ref: CHR/F3RA/QFM/25/02

Dated: 24th February 2025

To,
Mr. Babu Lal Thing,
Emp. Code: 4822
Labour


Subject : **ACCEPTANCE OF YOUR RESIGNATION**


Dear Babu Lal,

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 07th April 2025.

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


Anjum Hussain Abedi
Head – Human Resources & Admin


Adnan Meerji
General Manager

CC:

- Flour Delivery Department
- Finance Department.
- HR & Admin Department.

Attachments: Internal clearance form



Internal Clearance Form

Date of Initiation: 02-04-2025

Full Name : Babu Lal Thing

Job Title : Labour

Employee Code : 4822

DOJ : 25-04-2017

Last working day : 07-04-2025

Department : Flour Delivery

Business Unit : QFM

Reporting to : Mr. Muhammad Tahir

Date of leaving : 10-04-2025

Particulars	Condition Of Return	Recoveries If Any	Charge Taken By	Signature Of Head Of Department
DEPARTMENT • Files/Registrar/Documents • Manuals • Tools • Safety Equipment	NIL	NIL	Replacement awaited	
IT • Computer / Laptop • Flash Drive • Email ID Deactivation • Mobile / PDA • Sim Card • Telephone • ERP Login				
WORKSHOP • Vehicle • Traffic Violation				
PROCUREMENT • Fuel Tag				
STORES				
HR/ADMINISTRATION • Company Accommodation • Health Card • Insurance Card • Employee ID Card • Legal Case		N/A		Zameer 3/04/25
FINANCE • Advance • Company Loan • Company Credit Card • Any Other • Bank Related c. Personal Loan } N/A c. Credit Card				

 End Head
 Required

Signature (Employee):-

Unit - HR: -

29th January 2025

To : The General Manager,

Qatar Flour Mills Co.

Through: Assistant Manager.

Respected Sir,

Sub: Resignation

Dear Sir,

I have been working with this esteemed organization since April 2017 and regret to inform you that due to my unavoidable domestic issues I am not able to carry on my work furthermore.

Hence, I have not found any other option so I submit my resignation and will request you to release me on dated 02nd April 2025 and please instruct the concern section for my final settlement.

In the meantime, I am very much thankful to the management and to my colleagues for their continued support during this period.

Thanking you,

With Regards,

BABU

Babu Lal

Emp. Code: 4822

Dear Mr. Ashraf,
Employee has resigned
due to personal reason
and was requested to
release him as per
company policy.
Submitting for your approval.

2/1/25
T. T. T.

* FORWARDED TO MANAGEMENT
* RAISED REPLACEMENT REQUEST
FORM TO FILE HELPER EMP.

[Signature]
20-02-2025

Accepted
[Signature]
20/02/2025

Qatar Flour Mills Co.

PERIOD FROM: 26-APR-2023 TO: 15-MAY-2024

LEAVE ENCASHMENT	BABU LAL THING
UPTO	15/May/2024 4822
DEPARTMENT	FLOUR DELIVERY
DESIGNATION	LABOUR

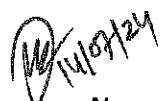




Basic salary	QAR	1,000
HRA	QAR	-
Transport Allowance	QAR	-
Telephone Allowance	QAR	-
Cost of Living Allowance	QAR	-
Other Allowance	QAR	-
Hardship Allowance	QAR	100
Food Allowance	QAR	300
Total Package	QAR	1,400
Mode of Salary Payment	D-Pay	
Service Duration	7 Years , 2 Month	
Leave Category	30	
Appointment date	25/Apr/2017	
Joining/Rejoining/Encashment date	26/Apr/2023	

LEAVE ALLOWANCE	Excess leave 50 Days	1,000
From 26/Apr/2023 to 15/May/2024		
(335 x 30) / 335 = 30.00 days @ Qr 33.33		

AIR TICKET	1,920
Amount of air fare - Sector Doha - Kathmandu -Doha	
For Self	
Full Fare QAR (1920)	

NET TOTAL 2,920

(QAR.Two Thousand Nine Hundred Twenty Only)

Prepared By	Verified By	Verified By	Reviewed By	Approved By
				
Farooque Ahmed Accountant	Zain Mehdi Manager-HR	Shahid Ali Khan Asst. Manager Finance	Fahim Rasmy Sr.Finance Manager	Adnan Meerji General Manager

I, Babu Lal Thing Received With Thanks From M/S Qatar Flour Mills Company The Sum Of Qrs.2,920 (Qar.Two Thousand Nine Hundred Twenty Only) Towards My Leave Encashment From 26-Apr-2023 To 15-May-2024 With Air Fare Doha - Kathmandu -Doha Cash In Lieu Of Dukhan Bank Cheque No:

Name **BABU LAL THING**

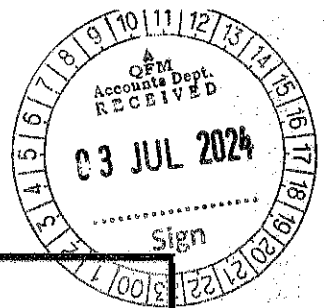
Signature

BABU

Date



شركة زاد القابضة
Zad Holding Company



Leave Requisition Form

Part 1 (To be filled by Employee)

Date of Initiation:

Full Name : Babu Lal

Job Title : Helper

Employee Code : 4822

Department : Flour Delivery

Business Unit : QFM

Leave Type

Annual []

Encashment [✓]

Leave Without Pay []

Leave With Pay []

Leave Information

Leave From:

Leave up to :

No of Days :

Return to duty date:

Contact Details while on vacation

Telephone No. :

Mobile No. :

Address :

Email ID :

Backup employee during leave period based on discussion with Dept. Head:

Signature of backup employee:

BABU

Signature of Employee

Part 2 (Department Approval – to be filled by Department Head)

Remarks (if any):

Signature of Department Head

Date

Part 3 (Leave Eligibility – to be filled by HR)

DOJ : 25/4/2017

Total leave taken : 80 days

Passport Expiry : —

QID Expiry : —

Leave Passage & Dependent Details:

kathmandu economy ticket for self

From 26/4/23 to 15/5/2024 for 30 days.

2023/2024
02/05/2024

Unit – HR & Admin

Part 4 (Final Approval – to be filled by CEO/GM/VP)

No of Days :

Signature :

Date :

State Of Qatar
Residency Permit



دولة قطر
رخصة إقامة

ID.No: 28652450043 الرقم الشخصي:
D.O.B.: 29/06/1986 تاريخ الميلاد:
Expiry: 23/04/2025 الصلاحية:
Nationality: NEPAL الجنسية:
Occupation: عامل المهنة:



الاسم: بابو لال شينغ

Name: BABU LAL THING

Passport Number: 08965542 رقم جواز السفر:
Passport Expiry: 05/07/2025 تاريخ انتهاء الجواز:
Serial No: 30728652450043 التسلسل:
Residency Type: عمل نوع الرخصة:
Employer: الشركة القطرية للصناعات الخفيفة فونكو المستخدم:

مدير عام الإدارة العامة للجوازات
General Director of the General
Directorate of Passports
توقيع حامل البطاقة
Holder's signature

