

Service Period From:24-Aug-19 To 03-Dec-22

FULL AND FINAL SETTLEMENT OF Mr.	MANPREET SINGH
TO BE RECEIVED ON	3-Dec-22 0/6485
DEPARTMENT	OPERATIONS
DESIGNATION	Trailer Driver

Basic Salary	QR	1,800
HRA	QR	-
Transport Allowance	QR	-
Telephone Allowance	QR	-
Cost of Living Allowance	QR	-
Other Allowance	QR	200
<b>Total Package</b>	<b>QR</b>	<b>2,000</b>
Service Duration	3 Years 3 Months 9 Days	
Leave Category	21	
Appointment date	24-Aug-19	
Joining/Rejoining/Encashment date	4-Jul-22	

LEAVE SALARY FOR 2021-2023

<u>BASIC SALARY</u>		<u>Excess leave 0 Days</u>		
From ( 153 x 21 ) / 344 =	4-Jul-22	to	3-Dec-22	
			9.34 days	
	9.34	days @ QR	60.00	560
<u>END OF SERVICE BENEFITS</u>				
From ( 1198 Days) ( 1800 x 21 / 26 x 1198 / 365 )	24-Aug-2019	to	03-Dec-2022	4,772

Less: Recovery on account of loan and advances paid for expenses as per attached working.

<u>NET TOTAL</u>		<u>5,332</u>	
( Qrs. Five Thousand Three Hundred Thirty Two Only)			

Prepared by  Siddik Abdul Karim Executive - Finance	Verified by  Abdul Munaf. K Sr.Executive - Finance	Verified by  Danish Wahid Manager - HR & Operations	Verified by Abu Ahmed Saleh Finance Manager	Verified by  Hamed Boshra General Manager
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I, the undersigned Manpreet Singh declare that I have received with thanks from ALCAT LOGISTICS COMPANY all my dues relating to salary, leave salary and end of service totaling QR.5,332( Qrs. Five Thousand Three Hundred Thirty Two Only) vide Cheque No.

I further declare that by receiving the total amount stated above, no further amounts of any type or origin remain due from ALCAT LOGISTICS COMPANY to

Name	MANPREET SINGH
Signature	
Date	