

[Signature]

Dandy Company Ltd

Street No:02, Gate No:160, Industrial Area,
Doha - 2239
Qatar

SUNDRY PAYMENT VOUCHER

Voucher Number	DPFSNP00013-0722	Payment Category:	Bank Cash Transfer	Finance Book	DPF_FB
OU Address					
Street No:02, Gate No:160 Industrial Area Doha-2239 ,Qatar					
Payment Information					
Payee	Mr. Uzer Azmatulla Deshmukh				
Pay date	27/07/2022	Exchange	1.000000	Pay Amount	1,918.00
Pay route	Bank	Pay Currency	QAR	Bank/Cash Code	BBQ-QAR-100001907057-DPF
Payment Release Point	DANDY_PF	Charge Parameter		Pay Mode	Check
Voucher	Paid	Created By	IMRANSARGURO	Ref.Doc.No	CHQ. # 00000920
Header	Reimbursement of Full & Final settlement of Mr. Mohammed Najeer Sahith Jawfar - 2538 (Cheque prepared on Mr. Uzer Azmatulla Deshmukh name)				
Instrument					
Instrument No.	00000920	Instrument date	27/07/2022	Bank Charges	0 Voiding Document No.
Voiding date		Bank Ref. No.		Direct Debit Date	
Voucher Information					
Receiving Bank	Usage Id	Account Code	Dr /	Amount	Account Code Description
PETTY-CASH- CASHIER	INTRAFBFS	12019800001	Dr	1,918.00	Bank Cash Transfer QAR
Reimbursement of Full & Final settlement of Mr. Mohammed Najeer Sahith Jawfar - 2538 (Cheque prepared on Mr. Uzer Azmatulla Deshmukh name)					
1,918.00					
 Authorized Signatory					
Amount in Words	Qatari Riyal One Thousand Nine Hundred and Eighteen Only				
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Dandy Company Ltd

Street No:02, Gate No:160, Industrial Area,
Doha - 2239
Qatar

SUNDRY PAYMENT VOUCHER

Voucher Number	DPFSNP00011-0722	Payment Category:	Sundry Payment	Finance Book	DPF_FB
OU Address					
Street No:02, Gate No:160 Industrial Area Doha-2239 ,Qatar					
Payment Information					
Payee	Mr. Mohammed Najeer Sahith Jawfar - 2528				
Pay date	27/07/2022	Exchange	1.000000	Pay Amount	1,918.00
Pay route	Cash	Pay Currency	QAR	Bank/Cash Code	PETTY-CASH-CASHIER
Payment Release Point	DANDY_PF	Charge Parameter		Desc.	PETTY CASH-CASHIER
Voucher	Paid	Created By	IMRANSARGURO	Pay Mode	Cash
Header	Full & Final Settlement of Mr. Mohammed Najeer Sahith Jawfar - 2528				
Instrument					
Instrument No.		Instrument date	27/07/2022	Bank Charges	Voiding Document No.
Voiding date		Bank Ref. No.		Direct Debit Date	
Voucher Information					
Receiving Bank	Usage Id	Account Code	Dr /	Amount	Analysis Code
				831.00 Advance to Employees-Others	EMP
		12030600099 Cr			Deduction of Hotel Quarantine balance amount - 831 Full & Final Settlement of Mr. Mohammed Najeer Sahith Jawfar - 2528
		22010100001 Dr		830.00 Provision for EOSB	End of Service Benefits - 830 (12/05/21 to 18/07/22) Full & Final Settlement of Mr. Mohammed Najeer Sahith Jawfar - 2528
		23010400002 Dr		575.00 Payable - Leave Salary	Leave Salary Allowance (Up to relieved date 18/07/2022) - 575 (12/05/21 to 18/07/22) Full & Final Settlement of Mr. Mohammed Najeer Sahith Jawfar - 2528
		42020100012 Dr		167.00 DC - Normal Overtime	PROD-DPF THERM Normal Overtime - 167 (32 hrs @ 5.21, June 2022) Full & Final Settlement of Mr. Mohammed Najeer Sahith Jawfar - 2528
		42020100012 Dr		479.00 DC - Normal Overtime	PROD-DPF THERM Normal Overtime - 479 (92 hrs @ 5.21, May 2022) Full & Final Settlement of Mr. Mohammed Najeer Sahith Jawfar - 2528
		42020100013 Dr		300.00 DC - Holiday Overtime	PROD-DPF THERM Public Holiday Overtime - 300 (48 hrs @ 6.25, May 2022) Full & Final Settlement of Mr. Mohammed Najeer Sahith Jawfar - 2528
		42020100013 Dr		63.00 DC - Holiday Overtime	PROD-DPF THERM Public Holiday Overtime - 63 (10 hrs @ 6.25, June 2022) Full & Final Settlement of Mr. Mohammed Najeer Sahith Jawfar - 2528
		42020200001 Cr		126.00 DC - Basic Salary	PROD-DPF THERM Absenteeism (03 Day) Full & Final Settlement of Mr. Mohammed Najeer Sahith Jawfar - 2528
		42020200001 Dr		461.00 DC - Basic Salary	Basic Salary - 461 (01/06/22 to 12/06/22) Full & Final Settlement of Mr. Mohammed Najeer Sahith Jawfar - 2528

1,918.00

Authorized Signatory

Amount in Words Qatari Riyal One Thousand Nine Hundred and Eighteen Only

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FULL & FINAL SETTLEMENT OF

EMP. NO:

DEPARTMENT & DESIGNATION

TO BE RELIEVED ON

Mohammed Najeer Sahith Jawfar

2538

Labour - Production - Thermo

18-Jul-22

Basic salary	QR	1,000.00
HRA	QR	-
Food Allowance	QR	300.00
Transport Allowance	QR	-
Leave Category		21
Appointment date		12-05-21
Joining/Encashment Date		12-05-21

Or

SALARY JUNE - 2022

From	1-Jun-22	To	12-Jun-22	461
	11.00 days @ QR		41.94	

OVERTIME MAY - 2022

Normal Working	92.00 hrs.	@	5.21	479
Public Holiday	48.00 hrs.	@	6.25	300

OVERTIME JUNE - 2022

Normal Working	32.00 hrs.	@	5.21	167
Public Holiday	10.00 hrs.	@	6.25	63

LEAVE SALARY SETTLEMENT (Up to relieved date - 18/07/22)

From	12-May-21	To	18-Jul-22	433 Days
(433 x 21) / 527 =	17.25		33.33	575

END OF SERVICE BENEFITS

From	12-May-21	To	18-Jul-22	433	830
			24.91 Days		

AIR TICKET

Exit ticket amount of air fare - Sector (Doh-Colombo) ticket will be provide by company

TOTAL	2,875
Less: Absenteeism (3Days)	(126)
Less: Hotel Quarantine	(831)
GRAND TOTAL	1,918

(QRs One Thousand Nine Hundred Eighteen only)

Prepared By:

Senior Executive Finance

Verified By:

Manager HR

Verified By:

Manager Finance

I, the undersigned Mohammed Najeer Sahith Jawfar declare that I have received with thanks from M/s DANDY Company Ltd. all my dues totaling QR.1,918 (QRs One Thousand Nine Hundred Eighteen only) Paid by cash. Voucher No: DPFSNP00011-0722/Date: 27/07/2022

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: Mohammed Najeer Sahith Jawfar
Emp. No.: 2538

Signature:
Date: 27-7-22
Signature:

Ref: DY/048/2022

Dated: 18/July/2022

To,

Mr. Mohammed Najeer Sahith Jawfar
Emp Code : 2538
Department: Production
Designation: Labour

Subject : ACCEPTANCE OF YOUR RESIGNATION

Dear Mohammed Najeer Sahith Jawfar,

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 18th July 2022.

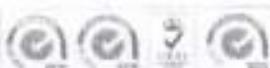
You are requested to complete your handover process and submit the required internal clearance form to the Finance department.


Adnan Meerji
General Manager

CC:

- HR & Admin
- Finance department

Attachments: Internal clearance form.



Internal Clearance Form

Date of Initiation: 18/7/22

Full Name	Md Najeer.			
Job Title	Helper.			
DOJ	Employee Code : 2538			
Department	Last working day : 18/7/22.			
Reporting to	Business Unit : Dandy (Premiu/pastic)			
Particulars	Condition Of Return	Recoveries If Any	Charge Taken By	Signature Of Head Of Department
<u>DEPARTMENT</u>				
• Files/Register/Documents • Manuals • Tools • Safety Equipment	-	-	-	Uday Mehta 18/7/2022
<u>IT</u>				NA
• Computer / Laptop • Flash Drive • Email ID Deactivation • Mobile Handset • Sim Card • Telephone	-	-	-	
<u>WORKSHOP</u>	-	-	-	NA
• Vehicle	-	-	-	
<u>STORES</u>	-	-	-	NA
<u>HR/ADMINISTRATION</u>				
• Company Accommodation • Health Card • Insurance Card • Employee ID Card • Legal Case	-	-	-	Uday
<u>FINANCE</u>				
• Advance • Company Loan • Any Other • Bank Related ○ Personal Loan ○ Credit Card	QR. 831/- of Hotel Quarantine amt will be deducted while process full & final settlement.			Y

Signature (Employee) :-

Unit - HR :-





DANDY PLASTIC DIVISION

O.T. SHEET
FOR THE MONTH OF MAY 2022

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Dedicated WebDAV

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DANDY PLASTIC DIVISION
D&L SHEET

U. S. MAIL
FOR THE MONTH OF JUNE 2003

Absent from 13th June 2022 till
date.
July 0 Attendance.

Mohd. Najeer (Emp. # 2538) - Hotel Quarantine Deduction Details

	Amount in Qr.	Remarks
Total Quarantine Hotel Deduction amt.	3,831.00	
Less : Deduction done by Dandy	1,750.00	Confirm with Dandy Finance
Bal. amt. need to be deduct after transferring from Dandy to DPF	2,081.00	As per details shared by Dandy Finance
Less :- Deduction from Jan. 22 salary	(250.00)	
Less :- Deduction from Feb. 22 salary	(250.00)	
Less :- Deduction from March 22 salary	(250.00)	
Less :- Deduction from April 22 salary	(250.00)	
Less :- Deduction from May 22 salary	(250.00)	
Amt. to deduct	831.00	




23/07/22

Dandy Company Ltd. (Plastic Factory Division)

P.O. Box: 2239

Doha, Qatar

Ref: PPCHR/2538/27-07-2022/001

I, the undersigned **Mr. Mohommed Najeer Sahith Jawfar** declare that I have received with thanks from M/s. **Dandy Co. Ltd** all my dues relating to EOSB and others totaling **Qatar Riyals: 1,918.00 (Qatar Riyals: One Thousand Nine Hundred Eighteen only)** paid by cash.

I further declare that by receiving the total amount stated above, no further amounts of any type or origin remain due from M/s. **Dandy Company Ltd.** 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 of employee: **Mr. Mohommed Najeer Sahith Jawfar**

Signature: 

Date: 27-7-22

Left Thumb impression: 