
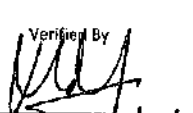
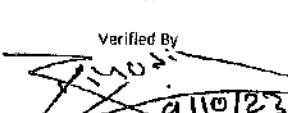


DANDY		FINAL	
FULL & FINAL SETTLEMENT OF		Mr. Asad Mehmood	
EMP. NO:		2216	
DEPARTMENT & DESIGNATION		Marketing-Merchandiser	
TO BE RELIEVED ON		19-Sep-2023	
Bank:		DPAY	
Basic salary	QR	1,500.00	
HRA	QR		
Other Allowance	QR		
Transport Allowance	QR		
Food Allowance	QR		
Camp Boss Allowance	QR		
Leave Category		30	
Appointment date		12-May-18	
Joining/Encashment Date		10-Aug-23	
SALARY SEPTEMBER'2023		Qr	
From	1-Sep-23 To	19-Sep-23	
	19.00 days @ Qr	50.00	950.00
OVERTIME AUGUST'2023			
Normal Working	0.00 hrs. @	7.81	-
Holiday - Working	32.00 hrs. @	9.38	300.00
OVERTIME SEPTEMBER'2023			
Normal Working	0.00 hrs. @	7.81	-
Holiday - Working	16.00 hrs. @	9.38	150.00
SALES COMMISSION - AUGUST'2023		500.00	
LEAVE SALARY SETTLEMENT			
From	10-Aug-23 To	19-Sep-23	41 Days
{ 41 x 30 } / 335 =	3.67	50.00	184.00
END OF SERVICE BENEFITS			
From	12-May-18 To	19-Sep-23	1956
{ 1956 (Total) = 1956 days }		113.00 Days	5,650.00
{ 21 / 365 x 1956 }		50.00 Rate	
AIR TICKET			
One-way Air Ticket paid by company (Doha - Islamabad)		1,000.00	
TOTAL		8,734.00	
Less : Vehicle Front Wheel Rim damage charges		(300.00)	
GRAND TOTAL		8,434.00	
(QRs Eight Thousand Four Hundred Thirty Four only)			
Prepared by	Verified By	Verified By	Approved By
			
Sr. Executive-Finance	Manager-HR 11/10/23	Sr. Manager-Finance	General Manager
I, the undersigned Mr. Asad Mehmood declare that I have received with thanks from M/s DANDY Company Ltd. all my dues totaling Qr.8,434.00 (QRs Eight Thousand Four Hundred Thirty Four 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	Mr. Asad Mehmood		
Emp. No.	2216		
Signature	_____		
Date	_____		

Fiscal Year	2023	2024
Period	10	10

Sl. No.	Particulars	Account No.	Amount	Remarks
31	ASAD MEHMOOD	901692	8,434.00-	F&F Settlement of Asad Mehmood Riasat Khan 2216
40	PE-Basic Salary	901692	950.00	Basic Salary 01/09/23-19/09/23 - F&F of Mr.
40	VC-Holiday Overtime	901692	300.00	Hol OT Aug 23 - F&F Settlement of Asad Mehmood 2216
40	VC-Holiday Overtime	901692	150.00	Hol OT Sep 23 - F&F Settlement - Asad Mehmood 2216
40	Pay-Staff Commission	901692	500.00	Sales Commission Aug 23 - F&F of Asad Mehmood 2216
40	Pay-Leave Salary	901692	184.00	Leave Slryy 10/8/23-19/9/23 - F&F of Asad 2216
40	Provision for EOSB	901692	5,650.00	EOSB Ben 12/5/18-19/9/23 - F&F of Asad Mehmood 2216
40	PE-Annul Air Ticket	901692	1,000.00	Air Fare-Doh-Islamabad -F&F -Asad Mehmood 2216
50	Ad to Emp- Others	901692	300.00-	Veh Front Wheel Rim - F&F of Asad Mehmood 2216

Dated: 19/September/2023

To,

Mr. Asad Mehmood
Emp Code : 2216
Department: Marketing
Designation: Merchandiser

Subject: ACCEPTANCE OF YOUR RESIGNATION

Dear Asad Mehmood,

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 19th September 2023.

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

Saadat Perwalz Waris
General Manager

2023

cc:

- HR & Admin
- Finance department

Attachments: Internal clearance form.



Internal Clearance Form

Date of Initiation				
Full Name : Asad Mahmood				
Job Title : Merchandiser		Employee Code : 2216		
DOJ :		Last working day : 19-09-2023		
Department : Sales		Business Unit : Dandy		
Reporting to : Aqman Ahmed		Date of leaving :		
Particulars	Condition Of Return	Recoveries If Any	Charge Taken By	Signature Of Head Of Department
DEPARTMENT <ul style="list-style-type: none"> Files/Register/Documents Manuals Tools Safety Equipment 	—	—	No replacement	<i>[Signature]</i>
IT <ul style="list-style-type: none"> Computer / Laptop Flash Drive Email ID Deactivation Mobile Handset Sim Card Telephone 	—	—	—	<i>M.A. ind</i>
<p>(PLZ DEDUCTED 300 QAR)</p> <p>WORKSHOP 2905860615 PLZ note Rim Damage we will replace it 300 QAR 17/09/23</p> <p>• Vehicle 49365 - Vehicle Handover done. NO Traffic Fines.</p>				
STORES	—	—	—	<i>[Signature]</i> 20-9-23
HR/ADMINISTRATION <ul style="list-style-type: none"> Company Accommodation Health Card Insurance Card Employee ID Card Legal Case 	<p>Tricket amount to be paid as the employee has already purchased the ticket.</p> <p><i>[Signature]</i></p>			<p><i>[Signature]</i></p> <p>24/9/2023</p>
FINANCE <ul style="list-style-type: none"> Advance Company Loan Any Other Bank Related <ul style="list-style-type: none"> Personal Loan Credit Card 	<p>No liability against Petty Cash.</p> <p>No loans and advances</p> <p>—</p>			<p><i>[Signature]</i></p> <p>22/9/23</p>
Signature (Employee) :-		Unit - HR :- <i>[Signature]</i>		

Month : Aug-23

SN	Emp Code	Name	Job title	Department	Fridays	Public Holidays	No of Days	OT Hrs	Total Hrs	OT @ 1.5	Remarks /Justification
1	2216	Asad Mehmood	Merchandiser/ Sh	Marketing	4	0	4	8	32	48	

Month : Sep-23

SN	Emp Code	Name	Job title	Department	Fridays	Public Holidays	No of Days	OT Hrs	Total Hrs	OT @ 1.5	Remarks /Justification
1	2216	Asad Mehmood	Merchandiser/ Sh	Marketing	2	0	2	8	16	24	


HR Department

First In Last Out

Employee ID	First Name	Department	Date	Weekday	First Check In	Last Check Out	Total Time
2216	Asad Mehmood	Marketing	2023-08-01	Tuesday	05:52		
2216	Asad Mehmood	Marketing	2023-08-02	Wednesday	05:55		
2216	Asad Mehmood	Marketing	2023-08-03	Thursday	05:55		
2216	Asad Mehmood	Marketing	2023-08-04	Friday	05:52		
2216	Asad Mehmood	Marketing	2023-08-05	Saturday	06:08		
2216	Asad Mehmood	Marketing	2023-08-06	Sunday	05:55		
2216	Asad Mehmood	Marketing	2023-08-07	Monday	05:57		
2216	Asad Mehmood	Marketing	2023-08-08	Tuesday	05:52		
2216	Asad Mehmood	Marketing	2023-08-09	Wednesday	05:56		
2216	Asad Mehmood	Marketing	2023-08-10	Thursday	05:56		
2216	Asad Mehmood	Marketing	2023-08-11	Friday	05:56		
2216	Asad Mehmood	Marketing	2023-08-12	Saturday	05:57		
2216	Asad Mehmood	Marketing	2023-08-13	Sunday	05:55		
2216	Asad Mehmood	Marketing	2023-08-14	Monday	05:56		
2216	Asad Mehmood	Marketing	2023-08-15	Tuesday	05:56		
2216	Asad Mehmood	Marketing	2023-08-16	Wednesday	05:54		
2216	Asad Mehmood	Marketing	2023-08-17	Thursday	05:55		
2216	Asad Mehmood	Marketing	2023-08-18	Friday	05:58		
2216	Asad Mehmood	Marketing	2023-08-19	Saturday	05:55		
2216	Asad Mehmood	Marketing	2023-08-20	Sunday	06:03		
2216	Asad Mehmood	Marketing	2023-08-21	Monday	06:00		
2216	Asad Mehmood	Marketing	2023-08-22	Tuesday	05:59		
2216	Asad Mehmood	Marketing	2023-08-23	Wednesday	05:58		
2216	Asad Mehmood	Marketing	2023-08-24	Thursday	05:59		
2216	Asad Mehmood	Marketing	2023-08-25	Friday	05:57		
2216	Asad Mehmood	Marketing	2023-08-26	Saturday	05:55		
2216	Asad Mehmood	Marketing	2023-08-27	Sunday	05:57		
2216	Asad Mehmood	Marketing	2023-08-28	Monday	05:58		
2216	Asad Mehmood	Marketing	2023-08-29	Tuesday	05:54		
2216	Asad Mehmood	Marketing	2023-08-30	Wednesday	05:58		
2216	Asad Mehmood	Marketing	2023-08-31	Thursday	05:57		

Month of Aug

0 Days Abs

KHA

First In Last Out

Emplo	First Name	Department	Date	Weekday	First Check In	Last Check Out	Total Time
2216	Asad Mehmood	Marketing	2023-09-01	Friday	05:53		
2216	Asad Mehmood	Marketing	2023-09-02	Saturday	05:55		
2216	Asad Mehmood	Marketing	2023-09-03	Sunday	05:58		
2216	Asad Mehmood	Marketing	2023-09-04	Monday	05:56		
2216	Asad Mehmood	Marketing	2023-09-05	Tuesday	06:08		
2216	Asad Mehmood	Marketing	2023-09-06	Wednesday	05:59		
2216	Asad Mehmood	Marketing	2023-09-08	Friday	05:57		
2216	Asad Mehmood	Marketing	2023-09-09	Saturday	05:56		
2216	Asad Mehmood	Marketing	2023-09-10	Sunday	05:54		
2216	Asad Mehmood	Marketing	2023-09-11	Monday	05:55		
2216	Asad Mehmood	Marketing	2023-09-12	Tuesday	05:55		
2216	Asad Mehmood	Marketing	2023-09-13	Wednesday	06:06		
2216	Asad Mehmood	Marketing	2023-09-14	Thursday	06:03		
2216	Asad Mehmood	Marketing	2023-09-15	Friday	06:00		
2216	Asad Mehmood	Marketing	2023-09-16	Saturday	06:00		
2216	Asad Mehmood	Marketing	2023-09-17	Sunday	05:18		
2216	Asad Mehmood	Marketing	2023-09-18	Monday	06:00		
2216	Asad Mehmood	Marketing	2023-09-19	Tuesday	05:23		

7-9-23- 40/off-

month of Sep.

0. Days 13



Mansoor Ahmed Khan

From: Ibrahim Amin Ibrahim Ismail <ibrahim@aayan.com.qa>
Sent: Tuesday, August 22, 2023 12:12 PM
To: malsaied; Mansoor Ahmed Khan
Cc: z.hamza
Subject: RE: Nissan sunny - 49365

Dear Mr. Mansoor,
Good morning,

Please provide approval for invoicing of the below amount QR300/- as soon as possible.

Kind Regards,
IBRAHIM ISMAIL
Assistant Operations Manager Maintenance & Service
AAYAN LEASING CO. - QATAR

P.O.Box : 2130
Doha - Qatar
Tel : +974 44 999 887
Fax :
Mobile : +974 33 867 820
Web : <http://www.aayan.com.qa>



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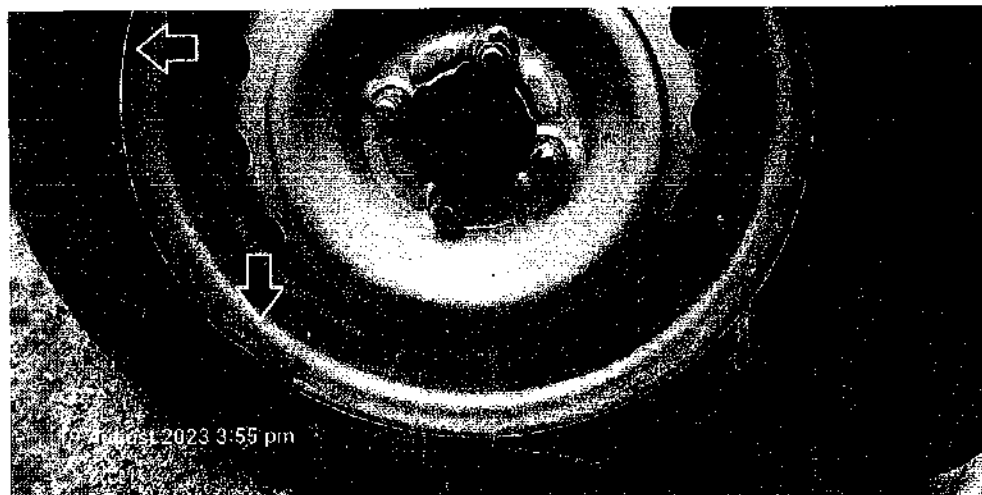
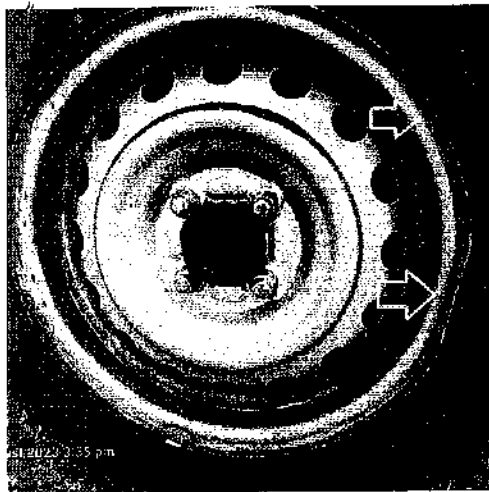
From: malsaied <malsaied@aayan.com.qa>
Sent: Tuesday, August 22, 2023 12:08 PM
To: Mansoor Ahmed Khan <mansoor@dandy.qa>
Cc: z.hamza <z.hamza@aayan.com.qa>; Ibrahim Amin Ibrahim Ismail <ibrahim@aayan.com.qa>
Subject: Nissan sunny - 49365

Dear,

Regarding nissan sunny check vehicle body vibration We would like inform you we found front wheel rim damage " from the user"

So has been change front wheel rim and this cost we are sorry we cant cover.

The total amount is : 300 QR



Mohamed Nader Al sayed
Workshop supervisor
Aayan leasing company
(Ras Abu Aboud branch - Industrial Area Branch ST.38)

Qatar-Doha
P.O. Box: 2130
Mobile: +974 55876502
24-hour service: +974 5084962
E-mail: malsaid@aayan.com.qa
Web: www.aayan.com.qa



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Dandy Company Ltd

PO Box: 2239

Doha

Qatar**Breakup of Cost Centre**

Group Summary

1-Jan-2011 to 27-Sep-2023

Page 1

Particulars	Cost Centre: 2216 Asad Mehmood		
	Transactions		Closing Balance
	Debit	Credit	
15 Other Deductions	120.00	120.00	
17 Loan/Advances	300.00	300.00	
Grand Total	420.00	420.00	

Fare sheet for the Month of Sep 2023								
ISLAMABAD	PAKISTAN	1000	850	240	1800	1580	480	
KARACHI	PAKISTAN	1050	900	240	1900	1680	480	
KATHMANDU	NEPAL	900	780	230	1550	1350	380	
KANNUR	INDIA	1000	1000	300	2100	2100	400	
KABUL	AFGANISTAN	1550	1230	260	2980	2300	390	
KHARTOUM	SUDAN	2090	1720	380	3450	2750	750	
KUALALUMPUR	MALAYSIA	2950	2300	350	5050	4040	660	
KOLKOTTA	INDIA	1500	1250	350	2500	2050	510	
LAGOS	NIGERIA	2550	2000	460	4400	3530	740	
LUKNOW	INDIA	1100	900	300	2600	2100	510	
LAHORE	PAKISTAN	1000	880	230	1800	1460	450	
MOGADISHU	SOMALIA	2260	1820	420	3700	2900	680	
MUMBAI	INDIA	1400	1150	350	2280	1900	510	
MANILA	PHILIPPINES	1850	1500	450	2900	2350	650	
MADURAI	INDIA	1250	1000	200	2250	2100	550	
MANGALORE	INDIA	1050	850	280	2250	1850	400	
MUSCAT	OMAN	1300	1100	260	2150	1740	480	
NAIROBI	KENYA	1850	1480	350	3000	2460	560	
NAGPUR	INDIA	1400	1160	280	2250	1800	480	
PUNE	INDIA	1220	1080	200	2250	1820	420	
PATNA	INDIA	1050	850	280	2250	1850	380	
PESHWAR	PAKISTAN	1000	880	230	1800	1460	450	
SANAA	YEMEN							
SRINAGAR	INDIA	1550	1350	230	2550	2150	380	
TRICHY	INDIA	1300	1080	200	2450	2020	340	
THRIVANTHAPURAM	INDIA	1400	1150	300	2380	1980	500	
TUNIS	TUNISIA	2750	2160	480	4250	3400	780	
VADODARA	INDIA	1220	1080	200	2250	1820	420	
VARANASI	INDIA	1220	1080	200	2250	1850	380	

Dandy Company Ltd
PO Box: 2239
Doha
Qatar

Employee Salary Structure Details
for period 1-Jan-2012 to 30-Sep-2023

Page 1

Name : 2216 Asad Mehmood (2216)

Under : 2 Dairy Sales
(# Primary)

Salary Details

Effective From	Pay Head	Rate	Per	Pay Head Type	Calculation Type	Computed On
1-Sep-2022	01 Basic	1,500.00	Months	Earnings for Employees	On Attendance	
	46 Food Allowance			Earnings for Employees	On Attendance	
	05 Commission			Earnings for Employees	As User Defined Value	
	06 Friday Allowance			Earnings for Employees	As User Defined Value	
	08 Absentism During Previous Month	1,500.00	Months	Deductions from Employees	On Attendance	
	09 Commission Arriars			Earnings for Employees	As User Defined Value	
	10 Salary Arriars	1,500.00	Months	Earnings for Employees	On Attendance	
	11 Unspecified Leave Payments			Earnings for Employees	As User Defined Value	
	17 Loan/Advances			Loans and Advances	As User Defined Value	
	20 Friday Allowance Arriars			Earnings for Employees	As User Defined Value	
	22 Bonus Payments			Earnings for Employees	As User Defined Value	
	26 Other Overtime			Earnings for Employees	As User Defined Value	
	27 Other Incentives			Earnings for Employees	As User Defined Value	
	29 LOP - Misconduct Deductions	1,500.00	Months	Deductions from Employees	On Attendance	
	31 Other Payments			Earnings for Employees	As User Defined Value	
	15 Other Deductions			Loans and Advances	As User Defined Value	
	47 12Days Basic			Earnings for Employees	As User Defined Value	
	48 12 Days Other Allowance			Earnings for Employees	As User Defined Value	
	49 12 Days Food Allowance			Earnings for Employees	As User Defined Value	
	35 Current Month Absents	1,500.00	Months	Deductions from Employees	On Attendance	
	36 31Days Last Month Absent	1,500.00	Months	Deductions from Employees	On Attendance	
	37 30 Days Last Month Absent	1,500.00	Months	Deductions from Employees	On Attendance	
	38 Current Month Salary Arrears	1,500.00	Months	Earnings for Employees	On Attendance	
	39 30 Dyas Salary Arrears	1,500.00	Months	Earnings for Employees	On Attendance	
	40 31 Dyas Salary Arrears	1,500.00	Months	Earnings for Employees	On Attendance	
	41 29 Dyas Salary Arrears	1,500.00	Months	Earnings for Employees	On Attendance	
	42 28 Dyas Salary Arrears	1,500.00	Months	Earnings for Employees	On Attendance	
	43 28 Days Last Month Absent	1,500.00	Months	Deductions from Employees	On Attendance	
	44 29 Days Last Month Absent	1,500.00	Months	Deductions from Employees	On Attendance	
	45 Salary Deferral			Deductions from Employees	As User Defined Value	
	07 Overtime Payments			Earnings for Employees	On Production	
	24 Public Holiday OT Payments	9.38		Earnings for Employees	On Production	

Dandy Company Ltd

PO Box: 2239

Doha

Qatar

Pay Slip

for August-2023

2216 Asad Mehmood

Employee Number: 2216

Income Tax Number (PAN):

Function : Sales

Designation : Van Salesman

Location : Factory

Bank Details :

Date of Joining : 12-May-2018

Attendance Details		Value	
Attendance		31 Days	
Earnings	Amount	Deductions	Amount
Basic	1,500.00		
Commission	500.00		
Friday Allowance	450.00		
Total Earnings	2,450.00	Total Deductions	
		Net Amount	Qr 2,450.00

Amount (in words) :

Qatar Riyal Two Thousand Four Hundred Fifty Only

for Dandy Company Ltd

Authorised Signatory



Your trip

Traveler **Mr. Asad Mahmood**

Booking ref: **QSA020** Check-in: **27 September 2023**
Discount/ Issue Date: **27 September 2023**

Agency: **VICTORIA TRAVEL - INDUSTRIAL AREA
BRANCH
BUILDING 27, ZONE 57, STREET 22
INDUSTRIAL AREA
DOHA QATAR
+974 44485688
+974 4466211
info@victoriatravel.com**

Discover Amadeus Media Solutions

Monday 02 October 2023



Qatar Airways QR 612

Check-in

Departure: **02 October 15:15**
Arrival: **02 October 20:40**
Duration:
Booking status:
Class:
Equipment:
Flight meal:

Doha, (Hamad International) (+)
Islamabad, (International) (+)
03:25 (Non stop)
Confirmed
Economy (N)
AIRBUS A350-900
Meal

Please ticket before September 29 on 23:59, overdue will cancel the itinerary without notice, thank you.

Airline Booking Reference(s)
QR (Qatar Airways) - QSA020

Discover Amadeus Media Solutions

State Of Qatar
Residency Permit



دولة قطر 2216
رخصة إقامة

ID No: 29058606159

الرقم الشخصي:

D.O.B: 16/06/1990

تاريخ الميلاد:

Expiry: 10/05/2024

المصلاحيّة:

باكستان

الجنسية:

Nationality: PAKISTAN

Occupation: سائق

المهنة:

الاسم: اسد محمود رياست خان

Name: ASAD MEHMOOD RIASAT KHAN

Passport Number

XV0150882

رقم جواز السفر:

Passport Expiry

07/05/2024

تاريخ انتهاء الجواز:

Serial No

30629058606159

الرقم التسلسلي:

Residency Type

عمل

نوع الإقامة:

Employer

مؤسسة دائري المجلد

المؤسسة:

مدير عام الإدارة العامة للجوازات
General Director of the General
Directorate of Passports

أوقع حامل البطاقة

Holder's signature

