

23/2000003

00001242



ALCAT ASPHALT PLANT

| Period From: 23-Feb-2022 To: 24-Jan-2023 | |
|--|----------------------------------|
| LEAVE ENCASHMENT | OF Mr.NETRA BAHADUR THAPA |
| UPTO | 24-Jan-23 0/2966 |
| DEPARTMENT | OPERATION |
| DESIGNATION | TIME KEEPER |

| | | |
|-----------------------------------|----------------------------|--------------|
| Basic salary | QR | 1,970 |
| HRA | QR | - |
| Transport Allowance | QR | - |
| Telephone Allowance | QR | - |
| Food Allowance | QR | - |
| Other Allowance | QR | - |
| Total Package | QR | 1,970 |
| Service Duration | 16 Years 10 Months 30 Days | |
| Leave Category | 30 | |
| Appointment date | 25-Feb-06 | |
| Joining/Rejoining/Encashment date | 23-Feb-22 | |

LEAVE ALLOWANCE

From 23-Feb-22 to 24-Jan-23 Qr

(335 x 30) / 335 = 30.00 days @ Qr 65.67 1,970

AIR TICKET

Amount of air fare 2,000

Doha- Kathmandu -Doha Economy Class

Self

Full Fare QR. 2000

NET TOTAL **3,970**

(Qrs.Three Thousand Nine Hundred Seventy Only)

| | | | |
|---|--|--|---|
| Prepared by | Verified by | Verified by | Verified by |
| Mohammed Zayani Sr. Accounts Officer | Zuhair Ahmed Sr. Executive - HR | Mohamed Binas Manager - Finance | Kamaludeen Aboobaker General Manager |

I, Netra Bahadur Thapa received with thanks from ALCAT ASPHALT PLANT, the sum of Qrs 3,970(Qrs.Three Thousand Nine Hundred Seventy Only) towards my Leave Encashment from 23-Feb-22 to 24-Jan-23 vide Cheque No 00001242 dated 18-Jan-23

Name **NETRA BAHADUR THAPA**

Signature _____

Date _____

Leave Requisition Form

Part 1 (To be filled by Employee)

Date of Initiation: 03/01/2023

Full Name : Netra Bahadur Thapa

Job Title : Time Keeper

Employee Code : 2966

Department : operations

Business Unit : Asphalt

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:

Netra

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 : 25/02/2006

Total leave taken : —

Passport Expiry : —

QID Expiry : —

Leave Passage & Dependent Details:

30 days Leave salary up to 24/01/2023.
Sector - Doha - Kathmandu - Doha.
Economy class air ticket for self.

Unit - HR & Admin

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

No of Days :

Signature :

Date : 08/01/2023