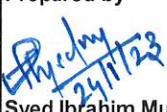
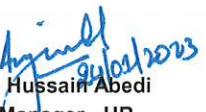


# Zad Holding Company Q.P.S.C

Period From : 24-Jul-2021 To : 22-Dec-2022																																							
LEAVE ENCAHMENT	OF Mr.MOHAMED HASSAN ABDUL SATHAR																																						
UPTO	22-Dec-22 9001/5422																																						
DEPARTMENT	HR & ADMIN																																						
DESIGNATION	DRIVER																																						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Basic salary</td><td>QR</td><td>1,500</td></tr> <tr><td>HRA</td><td>QR</td><td>-</td></tr> <tr><td>Transport Allowance</td><td>QR</td><td>-</td></tr> <tr><td>Telephone Allowance</td><td>QR</td><td>-</td></tr> <tr><td>Cost of Living Allowance</td><td>QR</td><td>-</td></tr> <tr><td>Other Allowance</td><td>QR</td><td>-</td></tr> <tr><td><b>Total Package</b></td><td><b>QR</b></td><td><b>1,500</b></td></tr> <tr><td>Service Duration</td><td colspan="2">4 Years 5 Months</td></tr> <tr><td>Leave Cateogry</td><td colspan="2">21</td></tr> <tr><td>Appointment date</td><td colspan="2">01-Jul-18</td></tr> <tr><td>Joining/Rejoining/Encashment date</td><td colspan="2">24-Jul-21</td></tr> <tr><td>Mode of Payment</td><td colspan="2">Cheque</td></tr> </table>				Basic salary	QR	1,500	HRA	QR	-	Transport Allowance	QR	-	Telephone Allowance	QR	-	Cost of Living Allowance	QR	-	Other Allowance	QR	-	<b>Total Package</b>	<b>QR</b>	<b>1,500</b>	Service Duration	4 Years 5 Months		Leave Cateogry	21		Appointment date	01-Jul-18		Joining/Rejoining/Encashment date	24-Jul-21		Mode of Payment	Cheque	
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<b>LEAVE ALLOWANCE</b> <span style="float: right;"><u>Qr</u></span>																																							
Excess of 38 days leave added and due date for Leave deferred to that extent of 38 Days																																							
From	24-Jul-21	to	22-Dec-22																																				
( 516 x 21 ) / 344 =	31.50 days																																						
	31.50	days @ Qr	50.00 1,575																																				
<b>HOUSE RENT ALLOWANCE</b>																																							
From	24-Jul-21	to	22-Dec-22																																				
	31.50	days @ Qr	-																																				
<b>AIR TICKET</b>																																							
Amount of air fare	2,550																																						
Doha-Colombo-Doha	Economic Class																																						
Self																																							
Full Fare QR. 2550																																							
<b>NET TOTAL</b> <span style="float: right;"><u>4,125</u></span>																																							
( Qrs.Four Thousand One Hundred Twenty Five Only )																																							
Prepared by	Verified by	Verified by	Approved by																																				
 Syed Ibrahim Musa Asst. Manager - Finance	 Anjum Hussain Abedi Sr.Manager - HR	 Abdul Nasir Hussain Sr.Manager - Finance	 Abdul Salam VP - Finance																																				
I, Mohamed Hassan Abdul Sathar received with thanks from ZAD HOLDING COMPANY Q.P.S.C, the sum of Qrs 4,125( Qrs.Four Thousand One Hundred Twenty Five Only )towards my Leave Encashment from 24-Jul-21 to 22-Dec-22 vide Cheque No. 01003381.																																							
Name	MOHAMED HASSAN ABDUL SATHAR																																						
Signature	<hr/>																																						
Date	<hr/>																																						

### Leave Requisition Form

**Part 1 ( To be filled by Employee )**

Date of Initiation: 16-01-2023

Full Name : MOHAMED HASSAN ABDUL SATHAR

Job Title : DRIVER Employee Code : 5422

Department : ZAD Holding Company Business Unit : HR &amp; ADMIN

**Leave Type**Annual [ ] Encashment [  ] Leave Without Pay [ ] Leave With Pay [ ]**Leave Information**

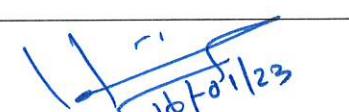
Leave From: Leave up to : No of Days : Return to duty date:

**Contact Details while on vacation**

Telephone No. :- Mobile No. : 00974 33713277

Address : - Email ID : -

Backup employee during leave period based on discussion with Dept. Head: - Signature of backup employee: -

  
 .....  
 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 : 01-JUL-2018

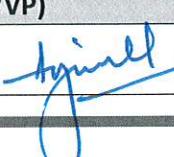
Total leave taken : 69 days (Resumed on 24/01/21)

Passport Expiry : 22-JUL-2024

QID Expiry : 28-JUN-2023

Leave Passage &amp; Dependent Details:

- \* 31.56 days leave Salary to be paid up to 22/12/22
- \* Doha - Colombo - Doha Economy class

  
 .....  
 Unit – HR & Admin
**Part 4 ( Final Approval – to be filled by CEO/GM/VP)**

No of Days :

Signature :

Date : 19/01/2023

**Fare sheet for the Month of DEC 2022**

Destination	Economy Class - OW			Economy Class - RT		
	Adult	Child	Infant	Adult	Child	Infant
ABUJA	NIGERIA	2920	2510	280	4900	3980
AMRITSAR	INDIA	1730	1350	340	2900	2450
AMMAN	JORDAN	1580	1180	300	2720	2200
ASMARA	ERITREA	2250	1950	290	3800	3500
AHMEDABAD	INDIA	1850	620	350	2800	2250
ALGERIS	ALGERIA	2270	1850	450	3600	2800
ALEXANDRIA	EGYPT	1650	1330	320	2900	2350
AURANGABAD	INDIA	1550	1300	250	2550	2550
ADDIS ABABA	ETHIOPIA	1550	1250	290	2850	2400
BANGALORE	INDIA	1550	1280	290	2750	2250
BEIGAUM	INDIA	1550	1550	360	2850	2850
BHOPAL	INDIA	1550	1550	350	2650	2650
BEIRUT	LEBANON	1380	1100	280	2300	1850
CALICUT	INDIA	1450	1120	210	2400	1950
CASABLANCA	MOROCCO	2500	1930	320	3980	3200
CAIRO	EGYPT	1380	1150	250	2600	2150
COCHIN	INDIA	1650	1320	250	2550	2100
CHENNAI	INDIA	1550	1200	240	2550	2100
COLOMBO	SRI LANKA	1550	1240	300	2550	2120
COIMBATORE	INDIA	1450	1450	500	2650	2250
CHITTAGONG	BANGLADESH	1450	1160	300	2950	2420
DAMASCUS	SYRIA	1680	1300	290	2950	2350
DELHI	INDIA	1450	1250	350	2650	2200
DHAKA	BANGLADESH	1350	1150	330	2850	2320
FAISALABAD	PAKISTAN	1350	1100	210	2550	2100
GOA	INDIA	1450	1250	350	2800	2360
HYDERABAD	INDIA	1550	1350	520	2650	2200
ISTANBUL	TURKEY	1750	1390	310	2800	2220