



Period From: 14-Dec-2022 to 13-Nov-2023

LEAVE ENCASHMENT	Mr.HOSS CHEBLI BANNA	
UPTO	13-Nov-23	100998
DEPARTMENT	ADMINISTRATION	
DESIGNATION	GENERAL MANAGER	

Basic salary	QR	38,000
HRA	QR	20,000
Transport Allowance	QR	-
Mobile Handset Allowance	QR	-
Other Allowance	QR	18,000
Food Allowance	QR	-
Total Package	QR	76,000
Service Duration	14 Years 11 Months 0 Days	
Leave Category	30	
Appointment date	14-Dec-08	
Joining/Rejoining/Encashment date	14-Dec-22	

<u>LEAVE ALLOWANCE</u>			<u>Qr</u>
From	14-Dec-22	to	13-Nov-23
(335 x 30) / 335 =		30.00 days	
30.00	days @ Qr	1,266.67	38,000.00

<u>HOUSE RENT ALLOWANCE</u>			<u>Qr</u>
From	14-Dec-22	to	13-Nov-23
	30.00	days @ Qr	666.67
			20,000.00
<u>OTHER ALLOWANCE</u>			
From	14-Dec-22	to	13-Nov-23
	30.00	days @ Qr	600.00
			18,000.00

<u>AIR TICKET</u>			<u>Qr</u>
Air Fare Paid			
Amount of air fare			154,060.00
Doha-Los Angeles-Doha			
Self, Spouse & 3 Children (2 Adult Fare & 1 Child Fare)			
Business Class Fare (Qr. 32,340 X 4) + (Qr. 24,700 X 1)			
NET TOTAL			230,060.00

(Qrs.Two Hundred Thirty Thousand Sixty Only)

Prepared By

Verified By

Approved By

X - Jb2
Shafil Shams
Shafil Shams
Accountant
11/13/2023

MD Shahbaz
MD Shahbaz
Sr. Manager- HR & Admin
11/13/2023

Shahbaz Ahmad
Shahbaz Ahmad
Manager Finance VP - Finance
11/13/2023

Tariqe Mohammad
Tariqe Mohammad
Chief Executive Officer
11/14/2023