





Zad Holding Company Q.P.S.C

Period From : 24-Jul-2021 To : 22-Dec-2022	
LEAVE ENCASHMENT	OF Mr.MOHAMED HASSAN ABDUL SATHAR
UPTO	22-Dec-22 9001/5422
DEPARTMENT	HR & ADMIN
DESIGNATION	DRIVER

Basic salary	QR	1,500
HRA	QR	-
Transport Allowance	QR	-
Telephone Allowance	QR	-
Cost of Living Allowance	QR	-
Other Allowance	QR	-
Total Package	QR	1,500
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

LEAVE ALLOWANCE		Qr
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
HOUSE RENT ALLOWANCE		
From	24-Jul-21 to 22-Dec-22	
31.50 days @ Qr	-	-
AIR TICKET		
Amount of air fare		2,550
Doha-Colombo-Doha	Economic Class	
Self		
Full Fare QR. 2550		
NET TOTAL		4,125
(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 _____

Date _____

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 & 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 : 65 days (Resumed on 24/07/21)

Passport Expiry : 22-JUL-2024

QID Expiry : 28-JUN-2023

Leave Passage & 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 : Encashment

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	390
AMRITSAR	INDIA	1730	1350	340	2900	2450	580
AMMAN	JORDAN	1580	1180	300	2720	2200	750
ASMARA	ERITREA	2250	1950	290	3800	3500	480
AHMEDABAD	INDIA	1850	620	350	2800	2250	520
ALGERIS	ALGERIA	2270	1850	450	3600	2800	700
ALEXANDRIA	EGYPT	1650	1330	320	2900	2350	720
AURANGABAD	INDIA	1550	1300	250	2550	2550	540
ADDIS ABABA	ETHIOPIA	1550	1250	290	2850	2400	560
BANGALORE	INDIA	1550	1280	290	2750	2250	550
BELGAUM	INDIA	1550	1550	360	2850	2850	450
BHOPAL	INDIA	1550	1550	350	2650	2650	400
BEIRUT	LEBANON	1380	1100	280	2300	1850	430
CALICUT	INDIA	1450	1120	210	2400	1950	500
CASABLANCA	MOROCCO	2500	1930	320	3980	3200	700
CAIRO	EGYPT	1380	1150	250	2600	2150	650
COCHIN	INDIA	1650	1320	250	2550	2100	550
CHENNAI	INDIA	1550	1200	240	2550	2100	550
COLOMBO	SRILANKA	1550	1240	300	2550	2120	500
COIMBATORE	INDIA	1450	1450	500	2650	2250	520
CHITTAGONG	BANGLADESH	1450	1160	300	2950	2420	680
DAMASCUS	SYRIA	1680	1300	290	2950	2350	550
DELHI	INDIA	1450	1250	350	2650	2200	550
DHAKA	BANGLADESH	1350	1150	330	2850	2320	640
FAISALABAD	PAKISTAN	1350	1100	210	2550	2100	550
GOA	INDIA	1450	1250	350	2800	2360	580
HYDERABAD	INDIA	1550	1350	520	2650	2200	550
ISTANBUL	TURKEY	1750	1390	310	2800	2220	480