

# Dandy Company Limited

Period From: 03-Aug-21 To: 03-Jul-22	
<b>LEAVE ENCASHMENT</b>	<b>OF Mr. MUNSIF PASHA MOHAMMED</b>
<b>UPTO</b>	03-Jul-22 1614
<b>DEPARTMENT</b>	Finance
<b>DESIGNATION</b>	Accountant
<b>BANK</b>	CBQ

Basic salary	QR	3,750
HRA	QR	1,500
Transport Allowance	QR	100
Telephone Allowance	QR	
Cost of Living Allowance	QR	
Other Allowance	QR	
<b>Total Package</b>	<b>QR</b>	<b>5,350</b>
Service Duration	4 Years 11 Months 0 Days	
Leave Category		30
Appointment date		03-Aug-17
Joining/Rejoining/Encashment date		03-Aug-21

<b>LEAVE ALLOWANCE</b>				<u>Qr</u>
From	03-Aug-21	to	03-Jul-22	
	( 335 x 30 ) / 335 = 30.00 days			
	30.00	days @ Qr	125.00	3,750


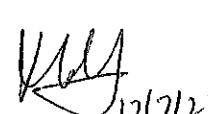
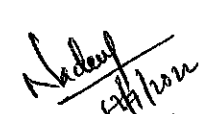
<b>HOUSE RENT ALLOWANCE</b>				
From	03-Aug-21	to	03-Jul-22	
	30.00	days @ Qr	50.00	1,500

<b>AIR TICKET FULL</b>		
Amount of air fare		4,200
Doha-Hyderabad-Doha	Economy Class	
Self		
Full Fare QR. 4200		
Deduct- Already paid on prorata basis		-5,560
<b>NET TOTAL</b>		<u><u>3,890</u></u>

( Qrs.Three Thousand Eight Hundred Ninety Only )

Prepared by	Verified by	Verified by
 Mohanmed Ilham Sr. Accountant - Finance	 Mohammad Farook Manager - HR	 Nadeem Mohammed Chief Accountant - Finance

I, Period From: 18-Aug-2021 To: 11-Mar-2022 received with thanks from DANDY COMPANY LIMITED, the sum of Qrs 3,890( Qrs.Three Thousand Eight Hundred Ninety Only )towards my Leave Encashment from 03-Aug-21

Name **MUNSIF PASHA MOHAMMED**

Signature \_\_\_\_\_

Date \_\_\_\_\_

Fare sheet for the Month of Jul 2022

Destination		Economy Class - OW			Economy Class - RT		
		Adult	Child	Infant	Adult	Child	Infant
ABUJA	NIGERIA	2920	2510	280	4900	3980	390
AMRITSAR	INDIA	1550	1200	320	3150	2450	590
AMMAN	JORDAN	1680	1280	300	3250	2650	750
ASMARA	ERITREA	2250	1950	290	3800	3500	480
AHMEDABAD	INDIA	1950	1600	380	3450	2900	520
ALGERIS	ALGERIA	4110	3400	550	5900	4900	1100
ALEXANDRIA	EGYPT	1650	1330	320	2900	2350	720
AURANGABAD	INDIA	1550	1300	250	3450	2650	560
ADDIS ABABA	ETHIOPIA	1550	1250	290	2850	2400	560
BANGALORE	INDIA	1650	1320	360	3050	2450	460
BELGAUM	INDIA	1550	1550	360	3200	3200	400
BHOPAL	INDIA	1550	1550	350	3150	3150	410
BEIRUT	LEBANON	1680	1300	290	2700	2100	450
CALCUT	INDIA	1450	1120	210	3800	3100	800
CASABLANCA	MOROCCO	2500	1930	320	3950	3140	520
CAIRO	EGYPT	1380	1150	250	2600	2150	650
COCHIN	INDIA	1450	1120	210	3800	3100	800
CHENNAI	INDIA	1550	1300	320	3550	2950	660
COLOMBO	SRILANKA	1550	1300	320	2950	2400	550
COIMBATORE	INDIA	1350	1350	470	2950	2350	560
CHITTAGONG	BANGLADESH	1450	1160	300	3300	2600	660
DAMASCUS	SYRIA	1680	1300	290	2900	2300	550
DELHI	INDIA	1350	1350	470	2950	2350	560
DHAKA	BANGLADESH	1900	1550	360	2800	2400	650
FAISALABAD	PAKISTAN	1350	1100	210	2550	2100	550
GOA	INDIA	1350	1150	470	2950	2350	560
HYDERABAD	INDIA	2150	1750	420	4200	3340	580
ISTANBUL	TURKEY	1750	1390	310	3040	2550	550

**DANDY HUMAN RESOURCES****Leave Requisition Form**

<b>Part 1 (To be filled by Employee)</b>		<b>Date of Initiation:</b>	
Full Name : <b>MOHAMMED MUNSI PASHA</b>			
Job Title : <b>ACCOUNTANT</b>	Employee Code : <b>1619</b>		
Department : <b>FINANCE</b>	Business Unit : <b>DANDY CO. (ED)</b>		
<b>Leave Type</b>			
Annual [ ]    Encashment <input checked="" type="checkbox"/> Leave Without Pay [ ]    Leave With Pay [ ]			
<b>Leave Information</b>			
Leave From:	Leave up to :	No of Days :	Return to duty date:
<b>Contact Details while on vacation</b>			
Telephone No. : —		Mobile No. : —	
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): **Already taken pro rata basis - 11.11.2022 (11/11/2022) 30/07/2022**  
**the balance to be paid.**  
**for Nadeef**  
Signature of Department Head      Date: **03/7/2022**

**Part 3 (Leave Eligibility – to be filled by HR)**

DOJ : **31 Aug 17**      Total leave taken : —  
Passport Expiry : —      QID Expiry : —  
Leave Passage & Dependent Details:  
**1st class - Hyderabad - 1st class for self economy class.**  
Unit - HR & Admin

**Part 4 (Final Approval – to be filled by MD/GM)**

No of Days :      Signature : **[Signature]**      Date : **03 JUL 2022**

Dandy Company Ltd  
PO Box: 2239  
Doha  
Qatar

**Employee Salary Structure Details**  
for period 1-Jan-2012 to 7-Jul-2022

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Name : 1614 Munsif Pasha Mohammed (1614)

Under : 1 Finance & Admin  
(/ Primary)

**Salary Details**

Effective From	Pay Head	Rate	Per	Pay Head Type	Calculation Type	Computed On
1-Jul-2022	01 Basic	3,750.00	Months	Earnings for Employees	On Attendance	
	02 House Rent Allowance	1,500.00	Months	Earnings for Employees	On Attendance	
	08 Absentism During Previous Month	5,350.00	Months	Deductions from Employees	On Attendance	
	10 Salary Arriars	5,350.00	Months	Earnings for Employees	On Attendance	
	11 Unspecified Leave Payments			Earnings for Employees	As User Defined Value	
	13 Vehicles Radar Fine			Loans and Advances	As User Defined Value	
	15 Other Deductions			Loans and Advances	As User Defined Value	
	16 Vehicles Accident Expenses			Loans and Advances	As User Defined Value	
	17 Loan/Advances			Loans and Advances	As User Defined Value	
	22 Bonus Payments			Earnings for Employees	As User Defined Value	
	26 Other Overtime			Earnings for Employees	As User Defined Value	
	25 Driving Licence School Fees			Loans and Advances	As User Defined Value	
	27 Other Incentives			Earnings for Employees	As User Defined Value	
	31 Other Payments			Earnings for Employees	As User Defined Value	
	32 Transport Allowance	100.00	Months	Earnings for Employees	On Attendance	
	35 Current Month Absents	5,350.00	Months	Deductions from Employees	On Attendance	
	36 31Days Last Month Absent	5,350.00	Months	Deductions from Employees	On Attendance	
	37 30 Days Last Month Absent	5,350.00	Months	Deductions from Employees	On Attendance	
	38 Current Month Salary Arrears	5,350.00	Months	Earnings for Employees	On Attendance	
	39 30 Dyas Salary Arrears	5,350.00	Months	Earnings for Employees	On Attendance	
	40 31 Dyas Salary Arrears	5,350.00	Months	Earnings for Employees	On Attendance	
	41 29 Dyas Salary Arrears	5,350.00	Months	Earnings for Employees	On Attendance	
	42 28 Dyas Salary Arrears	5,350.00	Months	Earnings for Employees	On Attendance	
	43 28 Days Last Month Absent	5,350.00	Months	Deductions from Employees	On Attendance	
	44 29 Days Last Month Absent	5,350.00	Months	Deductions from Employees	On Attendance	
	45 Salary Deferral			Deductions from Employees	As User Defined Value	

## Tarique Nasim - HR

**From:** Mohammed Munsif  
**Sent:** Monday, April 4, 2022 1:57 PM  
**To:** Tarique Nasim - HR  
**Cc:** Sayyed Mobin Razzaq  
**Subject:** Request for temporary loan/ early release of encashment

Dear Mr. Tarique Nasim,

As discussed I am planning to travel to India on 25<sup>th</sup> April, 2022 for one month as approved by my line manager. My leave encashment is due on July 3, 2022 however I request to please release my encashment early. I joined Company on 3-Aug-2017 and had not went on annual vacation for past 5 years, this year I am planning to travel to India. I am staying along with my wife in Qatar and have to manage rental and other cost from my salary because of which I don't have sufficient saving to manage my expenses for travel to India.

I request you to please release my leave encashment in advance in April or grant me loan against my EOSB up to July 3, 2022 (For 3 months) and deduct same from my leave encashment once it is due.

Your kind support will allow me to visit my home country and relatives after 5 years.

Thanks & Regards,  
Mohammed Munsif



**Dandy Company Ltd.**

P.O Box: 2239, Doha - Qatar

Tel: +974 44603600 | Fax: +974 444603700 | Mob: +974 66172986

Email: [munsif@dandy.qa](mailto:munsif@dandy.qa) | Web: [www.dandy.qa](http://www.dandy.qa)

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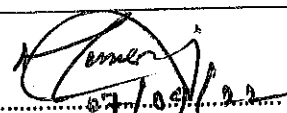
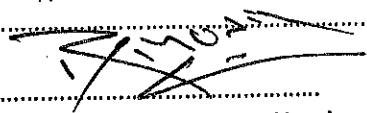
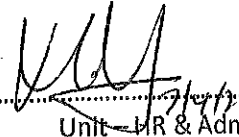
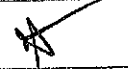
*Recommendation:*

*He may be given his leave encashment on pro rata basis as a special consideration.*

*Tarique Nasim  
21/4/2022*

*OK*

**DANDY HUMAN RESOURCES****Leave Requisition Form**

<b>Part 1 (To be filled by Employee)</b>		<b>Date of Initiation:</b>	
Full Name : <b>MUNSI PASHA MOHAMMED</b>			
Job Title : <b>ACCOUNTANT</b>	Employee Code : <b>1614</b>		
Department : <b>FINANCE</b>	Business Unit : <b>DANDY</b>		
<b>Leave Type</b>			
Annual [ ]    Encashment <input checked="" type="checkbox"/> Leave Without Pay [ ]    Leave With Pay [ ]			
<b>Leave Information</b>			
Leave From:	Leave up to :	No of Days :	Return to duty date:
<b>Contact Details while on vacation</b>			
Telephone No. :		Mobile No. :	
Address :		Email ID :	
Backup employee during leave period based on discussion with Dept. Head:		Signature of backup employee:	
 Signature of Employee			
<b>Part 2 (Department Approval – to be filled by Department Head)</b>			
Remarks (if any):			
 Signature of Department Head		<b>7/4/22</b> Date	
<b>Part 3 (Leave Eligibility – to be filled by HR)</b>			
DOJ: <b>3-Aug-2017</b>		Total leave taken : —	
Passport Expiry : —		QID Expiry : —	
Leave Passage & Dependent Details:			
<b>Doha - Hyderabad - Doha for self - Economy class.</b>		 Unit - HR & Admin	
<b>Part 4 (Final Approval – to be filled by MD/GM)</b>			
No of Days :	Signature : 	Date : <b>07 APR 2022</b>	

1/Confidential/DHRP-LRF/V-1.9

To be given on probata basis till 30<sup>th</sup> April 2022

**Dandy Company****Doha, PO Box 2239, Qatar****Statement of Leave Salary Encashment**

LEAVE ENCASHMENT OF Mr. Munsif Pasha Mohammed

UPTO

8-Apr-22

Emp.code 1614  
Department Finance  
Designation Accountant  
Bank CBQ

Column1	Column2	Column3	Column4	Column5	Column52	Column6
Basic salary		QR	3,000.00			
HRA		QR	1,500.00			
Transport Allowance		QR	100.00			
Other Allowance		QR				
Food Allowance		QR				
Leave Category			30.00			
Appointment date			03-Aug-17			
Joining/Rejoining/Encashment date			03-Aug-21			

**LEAVE ALLOWANCE**

From 3-Aug-21 to 8-Apr-22 249.00 Pro-Rata Basis till 30-04-2022  
( 249 x 30 ) / 335 = 22 days 3,345.00  
22 days @ Qr 150.00

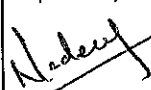
**AIR TICKET**

Amount of air fare - Sector (Doh-Hyderabad-Doh) Adult 2,980  
Ticket Eligibility - Self 0.74  
Total Amount Eligible 2,215  
Air Ticket Encashment 2,215.00

**NET TOTAL****5,560.00**

( QRs Five Thousand Five Hundred and Sixty only )

Prepared By



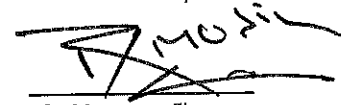
Chief Accountant

Verified By




Manager-HR

Verified By



Sr. Manager - Finance

I, Munsif Pasha Mohammed received with thanks from M/s DANDY Company Ltd.  
the sum of Qrs 5,560.00 ( QRs Five Thousand Five Hundred and Sixty only )  
towards my Leave Salary Encashment from 03-08-2021 to 08-04-2022 vide Cheque No: \_\_\_\_\_

Name **Munsif Pasha Mohammed**  
Emp. No. **1614**  
Signature   
Date **12/09/2022**