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Qatar Flour Mills Co.

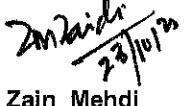
PERIOD FROM: 17-NOV-2022 TO: 18-OCT-2023

LEAVE SETTLEMENT	ZUBAIR RAHMAN R	
UPTO	18/Oct/2023	7094
DEPARTMENT	LABORATORY	
DESIGNATION	LAB TECHNICIAN	

Basic salary	QAR	2,500
HRA	QAR	
Transport Allowance	QAR	
Telephone Allowance	QAR	
Cost of Living Allowance	QAR	
Other Allowance	QAR	
Hardship Allowance	QAR	
Food Allowance	QAR	
Total Package	QAR	2,500
Mode of Salary Payment		D-Pay
Service Duration		0 Years , 11 Month
Leave Category		30
Appointment date		17/Nov/2022
Joining/Rejoining/Encashment date		17/Nov/2022

BASIC				250
From	01/Nov/2023	to	03/Nov/2023	
	3.00	days @ Qr	83.33	
LEAVE ALLOWANCE				2,500
From	17/Nov/2022	to	18/Oct/2023	
(335 x 30) / 335 =	30.00	days @ Qr	83.33	
AIR TICKET				2,450
Amount of air fare - Sector Doha - Madurai - Doha				
For Self				
Full Fare QAR (2450)				
		NET TOTAL		5,200

(QAR.Five Thousand Two Hundred Only)

Prepared By	Verified By	Verified By	Reviewed By	Approved By
 Faroque Accountant	 Zain Mehdhi Manager-HR	 Shahid Ali Khan Asst. Manager Finance	 Fahim Rasmy Sr. Finance Manager	 Adnan Meerji General Manager

I, Zubair Rahman R Received With Thanks From M/S Qatar Flour Mills Company The Sum Of Qrs.5,200 (Qar.Five Thousand Two Hundred Only) Towards My Leave Settlement From 17-Nov-2022 To 18-Oct-2023 With Air Fare Doha - Madurai - Doha Cash In Lieu Of Dukhan Bank Cheque No:

Name **ZUBAIR RAHMAN R**

Signature _____

Date _____

Fare sheet for the Month of Oct 2023

ISLAMABAD	PAKISTAN	1000	850	240	1980	1700	500
KARACHI	PAKISTAN	1050	900	240	1900	1680	480
KATHMANDU	NEPAL	2100	1680	380	3430	2770	620
KANNUR	INDIA	1000	1000	300	2100	2100	400
KABUL	AFGANISTAN	1550	1230	260	2980	2300	390
KHARTOUM	SUDAN	2080	1720	380	3450	2750	750
KUALALUMPUR	MALAYSIA	2950	2300	350	5050	4040	660
KOLKOTTA	INDA	1500	1250	350	2500	2050	510
LAGOS	NIGERIA	2550	2000	460	4400	3530	740
LUKNOW	INDIA	1100	900	300	2600	2100	510
LAHORE	PAKISTAN	1000	880	230	1800	1460	450
MOGADISHU	SOMALIA	2250	1820	420	3700	2900	680
MUMBAI	INDIA	1400	1150	350	2280	1900	510
MANILA	PHILIPPINES	1850	1500	450	2900	2350	650
MADURA	INDIA	1250	1000	200	2450	2220	580
MANGALORE	INDIA	1050	850	280	2450	2220	580
MUSCAT	OMAN	1300	1100	260	2150	1740	480
NAIROBI	KENYA	1850	1480	350	3000	2460	560
NAGPUR	INDIA	1400	1160	280	2250	1800	480
PUNE	INDIA	1220	1080	200	2380	1900	450
PATNA	INDIA	1050	850	280	2450	2220	580
PESHWAR	PAKISTAN	1000	880	230	1800	1460	450
SANAA	YEMEN						
SRINAGAR	INDIA	1550	1350	230	2550	2150	380
TRICHY	INDIA	1300	1080	200	2450	2020	340
THRIVANTHAPURAM	INDIA	1400	1150	300	2380	1980	500
TUNIS	TUNISIA	2750	2160	480	4250	3400	780
VADODARA	INDIA	1220	1080	200	2450	1940	440
VARANASI	INDIA	1220	1080	200	2450	1940	420



Leave Requisition Form

Part 1 (To be filled by Employee)		Date of Initiation: 01-10-23
Full Name : ZUBAIR RAHMAN, R Job Title : LAB TECHNICIAN Employee Code : 7094 Department : QUALITY Business Unit : QATAR FLOUR MILLS		
Leave Type Annual <input checked="" type="checkbox"/> Encashment [] Leave Without Pay [] Leave With Pay []		
Leave Information Leave From: 04.11.23 Leave up to: 03.12.23 No of Days: 30 Return to duty date: 04.12.23		
Contact Details while on vacation Telephone No. : Mobile No. : +919790451238 Address: 10/21, EAST SANTHAI ROAD, NAGAL NAHAR, DINIGUL, TN, INDIA. Email ID : zubair.r.rahman 123@gmail.com		
Backup employee during leave period based on discussion with Dept. Head: Farid		
Signature of backup employee: 		
R.Zubair Rahman Signature of Employee		
Part 2 (Department Approval – to be filled by Department Head) Remarks (if any): 01.10.2023		
Signature of Department Head Date		
Part 3 (Leave Eligibility – to be filled by HR) DOJ: 17/11/2022 Total leave taken : — Passport Expiry: 11/4/2027 QID Expiry: 16/11/2023 Leave Passage & Dependent Details: Madhurai economy ticket for self From 17/11/22 to 18/10/23 for 30 days		
2023/10/17 Unit - HR & Admin		
Part 4 (Final Approval – to be filled by CEO/GM/VP) No of Days : Signature : Date :		