

Period From 09-Oct-21 To 04-Apr-23		
LEAVE ENCASHMENT	KHALID MEHMOOD ALMARI	
UPTO	4-Apr-23	0/6582
DEPARTMENT	Operations	
DESIGNATION	Trailer Driver	

Basic salary	QR	1,800
HRA	QR	-
Transport Allowance	QR	-
Telephone Allowance	QR	-
Cost of Living Allowance	QR	-
Other Allowance	QR	200
Total Package	QR	2,000
Service Duration	1 Years 5 Months 26 Days	
Leave Category	21	
Appointment date	9-Oct-21	
Joining/Rejoining/Encashment date	9-Oct-21	

<u>LEAVE ALLOWANCE</u>		Excess leave 26 Days		<u>Qr</u>
From	9-Oct-21	to	4-Apr-23	
(517 x 21) / 344 =		31.56	days @ Qr	60.00
				1,894
AIR TICKET				
Amount of air fare				2,200
Doha-Islamabad-Doha				
Self				
Full Fare QR. 2200				
NET TOTAL				<u>4,094</u>
(Qrs.Four Thousand Ninety Four Only)				

	Prepared by Siddik Abdul Karim Executive - Finance		Verified by Abdul Munaf. K Sr.Executive - Finance		Verified by Danish Wahid Manager - HR & Operations		Verified by Abu Ahmed Saleh Finance Manager		Verified by Hamed Boshraei General Manager
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I, received with thanks from ALCAT LOGISTICS COMPANY, the sum of Qrs 4,094 (Qrs.Four Thousand Ninety Four Only)towards my Leave Encashment from 09-Oct-21 to 04-Apr-23 vide Cheque No. / Bank transfer.

Name **KHALID MEHMOOD ALMARI**

Signature _____

Date _____