






236000 05/13

## Qatar Flour Mills Co.

PERIOD FROM: 17-NOV-2022 TO: 18-OCT-2023																																																			
<b>LEAVE SETTLEMENT</b>		<b>ZUBAIR RAHMAN R</b>																																																	
UPTO	18/Oct/2023	7094																																																	
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DESIGNATION	LAB TECHNICIAN																																																		
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Prepared By	Verified By	Verified By	Reviewed By	Approved By
 Fareedque Accountant	 Zain Mehdi 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	INDIA	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	2260	1820	420		3700	2900	680	
MUMBAI	INDIA	1400	1150	350		2280	1900	510	
MANILA	PHILIPPINES	1850	1500	450		2900	2350	650	
MADURAI	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 : LABTECHNICIAN

Employee Code : 7094

Department : QUALITY

Business Unit : QATAR FLOUR MILLS

#### Leave Type

Annual ☒

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 SANTHAL ROAD,  
NARAI NAGAR, DINDIGUL, TN, INDIA.

Email ID : zubair.rahman123@gmail.com

Backup employee during leave period based on discussion with Dept. Head:

Famil

Signature of backup employee:

R. Zubair Rahman

Signature of Employee

#### Part 2 (Department Approval - to be filled by Department Head.)

Remarks (if any):

Signature of Department Head

01.10.2023

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.

Unit - HR & Admin

#### Part 4 (Final Approval - to be filled by CEO/GM/VP)

No of Days :

Signature :

Date :