

2360000056



ALCAT ASPHALT PLANT

Period From: 04-May-2022 To: 04-Apr-2023

LEAVE ENCAHMENT	OF Mr.GOPILAL SHRESTHA
UPTO	4-Apr-23
DEPARTMENT	OPERATION
DESIGNATION	WATCHAN

Basic salary	QR	1,375
HRA	QR	-
Transport Allowance	QR	-
Telephone Allowance	QR	-
Food Allowance	QR	-
Other Allowance	QR	-
Total Package	QR	1,375
Service Duration	18 Years 0 Months 8 Days	
Leave Cateogry	30	
Appointment date	27-Mar-05	
Joining/Rejoining/Encashment date	4-May-22	

<u>LEAVE ALLOWANCE</u>		<u>Qr</u>
From 4-May-22		to 4-Apr-23
(335 x 30) / 335 =		30.00 days
30.00 days @ Qr		45.83
		1,375

AIR TICKET

Amount of air fare	2,280
Doha- Kathmandu -Doha	Economy Class
Self	

Full Fare QR. 2280

<u>NET TOTAL</u>	<u>3,655</u>
(Qrs.Three Thousand Six Hundred Fifty Five Only)	

Prepared by

13-Apr-2023
Mohammed Zayani
Sr. Accounts Officer

Verified by

13-Apr-2023
Zuhair Ahmed
Sr. Executive - HR

Verified by

13-Apr-2023
Mohamed Binas
Manager - Finance

Verified by

Kamaludeen Aboobaker
General Manager

I, Gopilal Shrestha received with thanks from ALCAT ASPHALT PLANT, the sum of Qrs 3,655(Qrs.Three Thousand Six Hundred Fifty Five Only) towards my Leave Encashment from 04-May-22 to 04-Apr-23 vide Cheque No 00001368 dated 13-Apr-23

Name **GOPIRAL SHRESTHA**

Signature _____

Date _____

Leave Requisition Form

Part 1 (To be filled by Employee)

Date of Initiation: 21-02-2023

Full Name : Gopilal Shrestha			
Job Title : Watchman	Employee Code : 2858		
Department : Operations	Business Unit : Asphalt		

Leave Type

Annual [] Encashment [✓] Leave Without Pay [] Leave With Pay []

Leave Information

Leave From:	Leave up to :	No of Days :	Return to duty date:
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Contact Details while on vacation

Telephone No. :	Mobile No. :
Address :	Email ID :
Backup employee during leave period based on discussion with Dept. Head:	Signature of backup employee:



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Signature of Employee

Part 2 (Department Approval – to be filled by Department Head)

Remarks (if any):

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Signature of Department Head

21/02/2023

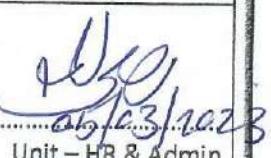
Date

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

DOJ : 27/03/2005	Total leave taken : —
Passport Expiry : —	QID Expiry : —

Leave Passage & Dependent Details:

30 days Leave salary up to 04/04/2023.
 Sector - Doha - Kathmandu - Doha
 Economy class air ticket for self.



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05/03/2023
Unit - HR & Admin

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

No of Days :	Signature : 	Date : 05/03/2023
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Fare sheet for the Month of APR 2023								
		1300	1060	260	2200	1980	490	
ISLAMABAD	PAKISTAN							
KARACHI	PAKISTAN	1300	1060	260	2200	1980	490	
KATHMANDU	NEPAL	1280	1050	280	2280	1900	480	
KANNUR	INDIA	1400	1400	370	2500	2500	600	
KABUL	AFGANISTAN	1550	1230	260	2930	2260	390	
KHARTOUM	SUDAN	2080	1720	380	3450	2750	750	
KUALALUMPUR	MALAYSIA	2950	2300	350	5050	4040	660	
KOLKOTTA	INDA	1450	1250	350	2550	2100	550	
LAGOS	NIGERIA	2550	2000	460	4400	3530	740	
LUKNOW	INDIA	1550	1350	520	2800	2250	530	
LAHORE	PAKISTAN	1300	1060	260	2200	1980	490	
MOGADISHU	SOMALIA	2450	2100	380	4100	3600	680	
MUMBAI	INDIA	1550	1350	380	2680	2220	580	
MANILA	PHILIPPINES	1750	1400	350	3000	2450	580	
MADURAI	INDIA	1450	1450	300	2850	2850	610	
MANGALORE	INDIA	1450	1450	280	2850	2850	610	
MUSCAT	OMAN	1200	1000	300	2150	1840	480	
NAIROBI	KENYA	2150	1700	400	3700	3100	680	
NAGPUR	INDIA	1550	1550	340	2650	2650	1010	
PUNE	INDIA	1580	1580	340	2700	2400	1140	
PATNA	INDIA	1550	1550	340	2650	2650	1010	
PESHWAR	PAKISTAN	1300	1060	260	2200	1980	490	
SANAA	YEMEN							
SRINAGAR	INDIA	1580	1580	340	2700	2400	1140	
TRICHY	INDIA	1800	1420	280	3400	2750	500	
THRIVANTHAPURAM	INDIA	1680	1400	350	2850	2300	550	
TUNIS	TUNISIA	2750	2160	480	4250	3400	780	
VADODARA	INDIA	1600	1600	500	2800	2800	1180	
VARANASI	INDIA	1600	1600	500	2800	2800	1180	

✓

State Of Qatar
Residency Permit



دولة قطر
رخصة إقامة

ID.No: 28152408162

الرقم الشخصي:

D.O.B.: 16/11/1981

تاريخ الميلاد:

Expiry: 25/03/2024

الصلاحية:

نيبال

الجنسية:

Nationality: NEPAL

Occupation: عامل المهنة:

الاسم: جوبيلال شريستا



Name: GOPILAL SHRESTHA

Passport Number: 08011945 رقم جواز السفر:

Passport Expiry: 30/10/2024 تاريخ انتهاء الجواز:

Serial No: 32028152408162 السرقة المسلسل:

Residency Type: عمل نوع الرخصة:

Employer: شركة العطية للمقاولات والتجارة المستلم:

مدير عام الإدارية العامة للجوازات

General Director of the General
Directorate of Passports

توقيع حامل البطاقة

Holder's signature

GOPILAL

