





Zad Holding Company Q.P.S.C

Period From : 03-Jul-2022 To : 02-Jun-2023			
LEAVE ENCASHMENT		OF Mr.SAUD MOHAMMED MAHDI M AL-SIWAR	
UPTO		02-Jun-23	9002/6799
DEPARTMENT		HR & ADMIN	
DESIGNATION		SECURITY PERSONAL	

Basic salary	QR	3,500
HRA	QR	1,700
Transport Allowance	QR	300
Telephone Allowance	QR	-
Cost of Living Allowance	QR	-
Other Allowance	QR	-
Total Package	QR	5,500
Service Duration	0 Years 10 Months	
Leave Cateogry	30	
Appointment date	03-Jul-22	
Joining/Rejoining/Encashment date	03-Jul-22	
Mode of Payment	Cheque	

<u>LEAVE ALLOWANCE</u>				<u>Qr</u>
From	03-Jul-22	to	02-Jun-23	
(335 x 30) / 335 = 30.00 days				
	30.00	days @ Qr	116.67	3,500
<u>HOUSE RENT ALLOWANCE</u>				
From	03-Jul-22	to	02-Jun-23	
	30.00	days @ Qr	56.67	1,700
<u>AIR TICKET</u>				
Amount of air fare				2,500
Fixed Ticket allowance as per E-mail approval				
Self				
Full Fare QR. 2500				
NET TOTAL				7,700
(Qrs.Seven Thousand Seven Hundred Only)				

Prepared by	Verified by	Verified by	Approved by
 Syed Ibrahim Musa Asst. Manager - Finance	 Anjum Hussain Abedi Sr. Manager - HR	 Abdul Nasir Hussain Sr. Manager - Finance	 Abdul Salam VP - Finance

I, SAUD MOHAMMED MAHDI M AL-SIWAR received with thanks from ZAD HOLDING COMPANY Q.P.S.C, the sum of Qrs 7,700(Qrs.Seven Thousand Seven Hundred Only)towards my Leave Encashment from 03-Jul-22 to 02-Jun-23 vide Cheque No. 00001106.

Name **SAUD MOHAMMED MAHDI M AL-SIWAR**

Signature _____

Date _____