

Leave Requisition Form

Part 1 (To be filled by Employee)

Date of Initiation: 25-July-2024

Full Name : Subair Kunhirathire

Job Title : Accounts officer

Employee Code : 4431

Department : Finance

Business Unit : Alcat Asphalt plant

Leave TypeAnnual [] Encashment [] Leave Without Pay [] Leave With Pay []**Leave Information**Leave From: 01st Sep - Leave up to: 30th Sep No of Days : Return to duty date:**Contact Details while on vacation**

Telephone No. : 0467 - 2211340

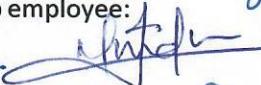
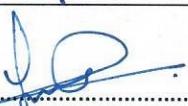
Mobile No. :

Address : Changad House, Mohammad East
Gambashi (p.o), Talukayad

Email ID : Subair4ever@gmail.com

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

Signature of backup employee:

Zayani - 
Zahid - 

Signature of Employee

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

Remarks (if any):


Signature of Department Head

Date

25-07-2024

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

DOJ : 07/09/2022 Total leave taken : 30 days in 2023

Passport Expiry : 12/06/2029 QID Expiry : 01/03/2025

Leave Passage & Dependent Details:

30 days leave salary upto 06/08/2024.
 Sector - Doha - Cochin - Doha.
 Economy class air ticket for self


 Date: 17/08/2024
 Unit - HR & Admin
Part 4 (Final Approval – to be filled by CEO/GM/VP)

No of Days :

Signature :

Date :

Zuhair Ahmad Torabi

From: Kamalludeen Aboobaker
Sent: 18 August, 2024 11:04 AM
To: Zuhair Ahmad Torabi
Cc: Binas Mohd; Mohammed Zayani Karuppanooppan
Subject: Re: Approval required for Annual Leave for Subair Kunhirathire - Accounts Officer

Ok
Sent from my iPhone

On 18 Aug 2024, at 1:33 PM, Zuhair Ahmad Torabi <zuhair@zad.qa> wrote:

Dear Mr. Kamal,

We need your approval to process the Annual Leave for Subair Kunhirathire - Accounts Officer .

Submitting this email for your information and approval, Details are as follows.

- | | |
|------------------------|--|
| 1. Name: | Subair Kunhirathire |
| 2. EMP Code : | 4431 |
| 3. Designation: | Accounts Officer |
| 4. DOJ: | 07-09-2022 |
| 5. Leave Passage: | 30 Days Leave salary up to 06-08-2024. |
| 6. Sector: | Doha – Cochin - Doha |
| 7. Ticket entitlement: | Economy class air ticket for self. |

Thanks & Regards,

Zuhair Ahmad Torabi
Senior Executive - Human Resources

<image001.png>

Zad Holding Company Q.P.S.C

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Email : zuhair@zad.qa | Web : www.zad.qa
Please consider the environment before printing this email
<image002.png>

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