



## ALCAT ASPHALT PLANT

Period From: 02-Dec-2023 To: 31-Oct-2024

LEAVE ENCASHMENT	OF Mr.NISCHAL TAMANG
UPTO	31-Oct-24 0/4436
DEPARTMENT	OPERATION
DESIGNATION	SECURITY GUARD

Basic salary	QR	1,000
HRA	QR	-
Transport Allowance	QR	-
Telephone Allowance	QR	-
Food Allowance	QR	300
Other Allowance	QR	-
<b>Total Package</b>	<b>QR</b>	<b>1,300</b>
Service Duration	7 Years 10 Months 30 Days	
Leave Category		30
Appointment date		1-Dec-16
Joining/Rejoining/Encashment date		2-Dec-23

### LEAVE ALLOWANCE

From	2-Dec-23	to	31-Oct-24	
( 335 x 30 ) / 335 =		30.00	days	
30.00	days @ Qr	33.33		1,000

### AIR TICKET FULL

Amount of air fare		
Doha- Kathmandu -Doha	Economy Class	
Self		4,200
Full Fare QR. 4200		

### NET TOTAL

**5,200**

( Qrs.Five Thousand Two Hundred Only )

Prepared by

Mohammed Zayani  
Sr. Accounts Officer

Verified by

Zuhair Ahmed  
Sr. Executive - HR

Verified by

Mohamed Binas  
Manager - Finance

Approved by

Kamaludeen Aboobaker  
General Manager

I, Nischal Tamang received with thanks from ALCAT ASPHALT PLANT, the sum of Qrs 5,200( Qrs.Five Thousand Two Hundred Only ) towards my Leave Encashment from 02-Dec-23 to 31-Oct-24

Name

**NISCHAL TAMANG**

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

**Leave Requisition Form****Part 1 (To be filled by Employee)**

Date of Initiation: 06/10/2024

Full Name : NISCHAL TAMANG

Job Title : Security

Employee Code : 4436

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:

**Contact Details while on vacation**

Telephone No.:

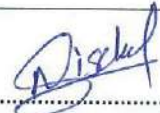
Mobile No.:

Address :

Email ID :

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

Signature of backup employee:

  
 Signature of Employee
**Part 2 (Department Approval – to be filled by Department Head )**

Remarks (if any): .....

  
 Signature of Department Head

 06/10/2024  
 Date
**Part 3 ( Leave Eligibility – to be filled by HR)**

DOJ : 01/12/2016

Total leave taken : —

Passport Expiry : —

QID Expiry : —

Leave Passage &amp; Dependent Details:

30 days Leave salary up to 31/10/2024.  
 Sector:- Doha - Kathmandu - Doha.  
 Economy class air ticket for self.

  
 Unit – HR & Admin
**Part 4 ( Final Approval – to be filled by CEO/GM/VP)**

No of Days :

Signature :

Date : 16/10/24



	Fare sheet for the Month of Oct 2024								
GOA	INDIA		1400	1150	300		2350	1950	500
HYDERABAD	INDIA		1550	1250	310		2550	2100	500
ISTANBUL	TURKEY		1750	1420	300		2920	2380	490
JAIPUR	INDIA		1600	1220	320		2100	1650	300
ISLAMABAD	PAKISTAN		1150	1000	250		1850	1600	550
KARACHI	PAKISTAN		1150	1000	250		1850	1600	550
KATHMANDU	NEPAL		2470	1950	280		4200	3200	750
KANNUR	INDIA		1000	1000	440		2100	2100	500
KABUL	AFGANISTAN		1550	1230	260		3700	3700	510
KHARTOUM	SUDAN		2080	1720	380		3450	2750	750
KUALALUMPUR	MALAYSIA		2950	2300	350		5050	4040	660
KOLKOTTA	INDIA		1530	1250	310		2520	2100	500
LAGOS	NIGERIA		2550	2000	460		4450	3600	740
LUKNOW	INDIA		1350	1140	300		2500	2100	500
LAHORE	PAKISTAN		1200	980	250		2100	1750	580
MOGADISHU	SOMALIA		2360	1920	450		3960	3130	690
MUMBAI	INDIA		1400	1150	350		2400	1820	480
MANILA	PHILIPPINES		1800	1480	350		3020	2470	560
MADURAI	INDIA		1400	1150	200		2340	1940	320
MANGALORE	INDIA		1400	1200	280		2500	2080	480
MUSCAT	OMAN		1350	1100	260		2450	2080	840
NAIROBI	KENYA		1850	1480	350		2850	2350	540
NAGPUR	INDIA		1450	1220	300		2400	1980	480
PUNE	INDIA		1420	1220	240		2000	1680	320
PATNA	INDIA		1520	1300	260		2100	1760	340
PESHWAR	PAKISTAN		1000	880	230		1850	1600	550
SANAA	YEMEN								
SRINAGAR	INDIA		1550	1300	230		2250	1880	320
TEHRAN	IRAN		2480	2080	480		3600	2850	710
TRICHY	INDIA		1300	1080	200		2250	1920	320
THRIVANTHAPURAM	INDIA		1580	1280	300		2450	2040	500
TUNIS	TUNISIA		2560	2040	440		4100	3280	720
VADODARA	INDIA		1500	1220	240		2250	1860	380
VARANASI	INDIA		1480	1200	230		2230	1820	370

MBL

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