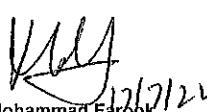
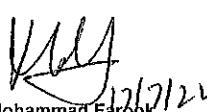
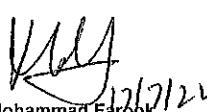


Dandy Company Limited

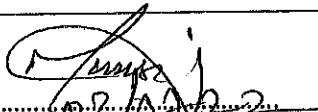
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Fare sheet for the Month of Jul 2022

Destination	Economy Class - OW			Economy Class - RT		
	Adult	Child	Infant	Adult	Child	Infant
ABUJA NIGERIA	2920	2510	280	4900	3980	390
AMRITSAR INDIA	1550	1200	320	3150	2450	590
AMMAN JORDAN	1680	1280	300	3250	2650	750
ASMARA ERITREA	2250	1950	290	3800	3500	480
AHMEDABAD INDIA	1950	1600	380	3450	2900	520
ALGERIS ALGERIA	4110	3400	550	5900	4900	1100
ALEXANDRIA EGYPT	1650	1330	320	2900	2350	720
AURANGABAD INDIA	1550	1300	250	3450	2650	560
ADDIS ABABA ETHIOPIA	1550	1250	290	2850	2400	560
BANGALORE INDIA	1650	1320	360	3050	2450	460
BELGAUM INDIA	1550	1550	360	3200	3200	400
BHOPAL INDIA	1550	1550	350	3150	3150	410
BEIRUT LEBANON	1680	1300	290	2700	2100	450
CALICUT INDIA	1450	1120	210	3800	3100	800
CASABLANCA MOROCCO	2500	1930	320	3950	3140	520
CAIRO EGYPT	1380	1150	250	2600	2150	650
COCHIN INDIA	1450	1120	210	3800	3100	800
CHENNAI INDIA	1550	1300	320	3550	2950	660
COLOMBO SRILANKA	1550	1300	320	2950	2400	550
COIMBATORE INDIA	1350	1350	470	2950	2350	560
CHITTAGONG BANGLADESH	1450	1160	300	3300	2600	660
DAMASCUS SYRIA	1680	1300	290	2900	2300	550
DELHI INDIA	1350	1350	470	2950	2350	560
DHAKA BANGLADESH	1900	1550	360	2800	2400	650
FAISALABAD PAKISTAN	1350	1100	210	2550	2100	550
GOA INDIA	1350	1150	470	2950	2350	560
HYDERABAD INDIA	2150	1750	420	4200	3340	580
ISTANBUL TURKEY	1750	1390	310	3040	2550	550

DANDY HUMAN RESOURCES

Leave Requisition Form

Part 1 (To be filled by Employee)		Date of Initiation:
Full Name :	MOHAMMED MUNSIK PASHA	
Job Title :	ACCOUNTANT	Employee Code : 1614
Department :	FINANCE	
Leave Type:		
Annual []	Encashment <input checked="" type="checkbox"/>	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:	
 03/07/2022 Signature of Employee		
Part 2 (Department Approval - to be filled by Department Head)		
Remarks (if any): Already taken from 1st July 2022 to 31st July 2022 (Till 31st July 2022) 03/07/2022 Signature of Department Head Date		
Part 3 (Leave Eligibility - to be filled by HR)		
DOJ : 31 Aug 17	Total leave taken : —	
Passport Expiry : —	QID Expiry : —	
Leave Passage & Dependent Details: Johar - Hyderabad - Johar for self economy class.		
 31/7/2022 Unit - HR & Admin		
Part 4 (Final Approval - to be filled by MD/GM)		
No of Days :	Signature :	Date : 03 JUL 2022

Dandy Company Ltd

PO Box: 2239

Doha

Qatar

Employee Salary Structure Details
for period 1-Jan-2012 to 7-Jul-2022

Page 1

Name : 1614 Munsif Pasha Mohammed (1614)

Under : 1 Finance & Admin
(// Primary)

Salary Details

Effective From	Pay Head	Rate	Per	Pay Head Type	Calculation Type	Computed On
1-Jul-2022	01 Basic	3,750.00	Months	Earnings for Employees	On Attendance	
	02 House Rent Allowance	1,500.00	Months	Earnings for Employees	On Attendance	
	08 Absentism During Previous Month	5,350.00	Months	Deductions from Employees	On Attendance	
	10 Salary Arriars	5,350.00	Months	Earnings for Employees	On Attendance	
	11 Unspecified Leave Payments			Earnings for Employees	As User Defined Value	
	13 Vehicles Radar Fine			Loans and Advances	As User Defined Value	
	15 Other Deductions			Loans and Advances	As User Defined Value	
	16 Vehicles Accident Expenses			Loans and Advances	As User Defined Value	
	17 Loan/Advances			Loans and Advances	As User Defined Value	
	22 Bonus Payments			Earnings for Employees	As User Defined Value	
	26 Other Overtime			Earnings for Employees	As User Defined Value	
	25 Driving Licence School Fees			Loans and Advances	As User Defined Value	
	27 Other Incentives			Earnings for Employees	As User Defined Value	
	31 Other Payments			Earnings for Employees	As User Defined Value	
	32 Transport Allowance	100.00	Months	Earnings for Employees	On Attendance	
	35 Current Month Absents	5,350.00	Months	Deductions from Employees	On Attendance	
	36 31Days Last Month Absent	5,350.00	Months	Deductions from Employees	On Attendance	
	37 30 Days Last Month Absent	5,350.00	Months	Deductions from Employees	On Attendance	
	38 Current Month Salary Arrears	5,350.00	Months	Earnings for Employees	On Attendance	
	39 30 Dyas Salary Arrears	5,350.00	Months	Earnings for Employees	On Attendance	
	40 31 Dyas Salary Arrears	5,350.00	Months	Earnings for Employees	On Attendance	
	41 29 Dyas Salary Arrears	5,350.00	Months	Earnings for Employees	On Attendance	
	42 28 Dyas Salary Arrears	5,350.00	Months	Earnings for Employees	On Attendance	
	43 28 Days Last Month Absent	5,350.00	Months	Deductions from Employees	On Attendance	
	44 29 Days Last Month Absent	5,350.00	Months	Deductions from Employees	On Attendance	
	45 Salary Deferral			Deductions from Employees	As User Defined Value	

Tarique Nasim - HR

From: Mohammed Munsif
Sent: Monday, April 4, 2022 1:57 PM
To: Tarique Nasim - HR
Cc: Sayyed Mobin Razzaq
Subject: Request for temporary loan/ early release of encashment

Dear Mr. Tarique Nasim,

As discussed I am planning to travel to India on 25th April, 2022 for one month as approved by my line manager. My leave encashment is due on July 3, 2022 however I request to please release my encashment early. I joined Company on 3-Aug-2017 and had not went on annual vacation for past 5 years, this year I am planning to travel to India. I am staying along with my wife in Qatar and have to manage rental and other cost from my salary because of which I don't have sufficient saving to manage my expenses for travel to India.

I request you to please release my leave encashment in advance in April or grant me loan against my EOSB up to July 3, 2022 (For 3 months) and deduct same from my leave encashment once it is due.

Your kind support will allow me to visit my home country and relatives after 5 years.

Thanks & Regards,
Mohammed Munsif



Dandy Company Ltd.
P.O Box: 2239, Doha - Qatar
Tel: +974 44603600 | Fax: +974 444603700 | Mob: +974 66172986
Email: munsif@dandy.qa | Web: www.dandy.qa

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Recommendation:

He may be given his leave encashment on pro rata basis as a special consideration.

Jawad Aslam
#14/2022

OK
✓



DANDY HUMAN RESOURCES

Leave Requisition Form

Part 1 (To be filled by Employee)

Date of Initiation:

Full Name : MUNSIFF PASHA MOHAMMED

Job Title : ACCOUNTANT Employee Code : 1614

Department : FINANCE Business Unit : DANDY

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):

7/4/22

Date

Signature of Department Head

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

DOJ : 3-Aug-2017 Total leave taken : —

Passport Expiry : — QID Expiry : —

Leave Passage & Dependent Details:

Doha - Hyderabad - Doha for self - Economy class.

Unit - HR & Admin

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

No of Days : Signature :

Date : 07 APR 2022

Dandy Company

Doha, PO Box 2239, Qatar

Statement of Leave Salary Encashment

LEAVE ENCASHMENT OF Mr. Munsif Pasha Mohammed

UPTO 8-Apr-22

Emp.code 1614
 Department Finance
 Designation Accountant
 Bank CBQ

Column1	Column2	Column3	Column4	Column5	Column6
Basic salary		QR		3,000.00	
HRA		QR		1,500.00	
Transport Allowance		QR		100.00	
Other Allowance		QR			
Food Allowance		QR		30.00	
Leave Category					
Appointment date			03-Aug-17		
Joining/Rejoining/Encashment date				03-Aug-21	

LEAVE ALLOWANCE

From	3-Aug-21 to	8-Apr-22	249.00	Pro-Rata Basis till 30-04-2022
(249 x 30) /335 =	22 days			
	22 days @ QR	150.00		3,345.00

AIR TICKET

Amount of air fare - Sector (Doh-Hyderabad-Doh)	2,980
Ticket Eligibility - Self	0.74
Total Amount Eligible	2,215
Air Ticket Encashment	2,215.00

NET TOTAL

(QRs Five Thousand Five Hundred and Sixty only)

Prepared By


Nadeem
Chief Accountant

Verified By


Javeed

Manager-HR

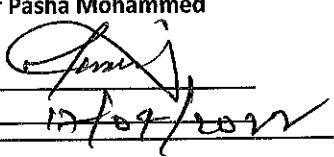
Verified By


R. Mousavi
Sr. Manager - Finance

I, Munsif Pasha Mohammed received with thanks from M/s DANDY Company Ltd.
 the sum of Qrs 5,560.00 (QRs Five Thousand Five Hundred and Sixty only)
 towards my Leave Salary Encashment from 03-08-2021 to 08-04-2022 vide Cheque No: _____

Name Munsif Pasha Mohammed

Emp. No. 1614

Signature 

Date 17/04/2022