

Parwez Alam

From: Abdella Ali Ismail
Sent: Monday, July 25, 2022 1:00 PM
To: Zuhair Ahmad Torabi
Cc: Imran Khan; Mohd Imran; Fahad Ahmad; Parwez Alam
Subject: Re: Over Time & Attendance - Mehmood Alam Choudhary#5857

Ok

Kind Regards,

Abdella Ali Ismail
General Manager



Gulf United Real Estate Investments Co.

(A Subsidiary of Zad Holding Company Q.P.S.C)

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Email: abdella@guc.qa | Website: www.guc.qa

On 25 Jul 2022, at 8:18 AM, Zuhair Ahmad Torabi <zuhair@zad.qa> wrote:

Dear Sir;

Blow employee is going for final exit.

His **Over Time & Attendance** are mentioned below.

Submitting this email for your kind approval to process his final settlement.

Description	Details
Name of Employee	Mehmood Alam Choudhary
EMP Code	5857
Designation	Dispatch Clerk
Over Time for the month of July 2022 (Normal)	80 Hours
Over Time for the month of July 2022 (Friday & Holiday)	96 Hours
Attendance up to 31 st July 2022 (Tentative) In case of any absenteeism during the processing of final settlement then the amount will be deducted from final settlement.	No Absenteeism

Fare sheet for the Month of Jul 2022							
		1350	1100	210	2650	2200	580
ISLAMABAD	PAKISTAN	1350	1100	210	2550	2100	550
KARACHI	PAKISTAN	1350	1100	210	2200	1810	380
KATHMANDU	NEPAL	1200	980	220	2950	2350	560
KANNUR	INDIA	1300	1300	340	2930	2260	390
KABUL	AFGANISTAN	1550	1230	260	3350	2700	530
KHARTOUM	SUDAN	1900	1550	350	4000	3350	680
KUALALUMPUR	MALAYSIA	2950	2300	350	5050	4040	660
KOLKOTTA	INDA	1550	1450	510	3150	2850	600
LAGOS	NIGERIA	2300	1750	420	3150	2550	560
LUKNOW	INDIA	1800	1460	350	2650	2200	580
LAHORE	PAKISTAN	1350	1100	210	4100	3600	680
MOGADISHU	SOMALIA	2450	2100	380	2950	2350	560
MUMBAI	INDIA	1550	1450	510	3250	2700	600
MANILA	PHILIPPINES	2950	2350	350	4250	3300	660
MADURAI	INDIA	1480	1180	330	3150	2550	560
MANGALORE	INDIA	1450	1450	500	3100	3100	600
MUSCAT	OMAN	1100	900	280	1900	1640	450
NAIROBI	KENYA	2150	1700	400	3500	2900	640
NAGPUR	INDIA	1450	1450	500	3100	3100	600
PUNE	INDIA	1350	1350	470	3100	3100	600
PATNA	INDIA	1450	1450	310	3150	3150	630
PESHWAR	PAKISTAN	1350	1100	210	2450	2000	550
SANAA	YEMEN						
SRINAGAR	INDIA	1350	1350	470	3350	2750	590
TRICHY	INDIA	1350	1200	470	3150	2550	560
THRIVANTHAPUR	INDIA	1315	1080	250	3350	2750	590
AM	INDIA	2600	2000	350	3900	3100	610
TUNIS	TUNISIA	1350	1350	470	3100	3100	600
VADODARA	INDIA	1420	1420	470	3150	3150	630
VARANASI	INDIA						

LEAVE ENCASHMENT OF

MEHMOOD ALAM

5857

UPTO
Department
Designation

21-Mar-22
Operation - CLST
Dispatch Clerk



Basic salary	QR	1,200
HRA	QR	0
Transport Allowance	QR	0
Telephone Allowance	QR	0
Food Allowance	QR	300
Other Allowance	QR	0
		21
Leave Category		
Appointment date		11-Apr-19
Joining/Rejoining/Encashment date		21-Oct-20

***Employee has taken 10 days excess leave and accordingly his rejoining and upto date are deferred

LEAVE ALLOWANCEQr

From	21-Oct-20	to	21-Mar-22
(517 x 21) / 344 =		31.56 days	
	31.56	days @ Qr	40.00
			1,262

AIR TICKET

Amount of air fare		2,450
Doha-Karachi-Doha	Economy Class	
Self		
Full Fare QR. 2450		

NET TOTAL

3,712

(Qrs.Three Thousand Seven Hundred Twelve Only)

Prepared by

Verified by

Verified by

Approved by

Shahzad
17/03/2022

Shahzad Ahmad
Executive-Finance

Zuhair
17/03/2022

Zuhair Ahmad
Sr. Executive-HR

Avinash
20-03-2022

Avinash K Trivedi
Asst.Manager - Finance

Abdella Ali

Abdella Ali Alsmail
Dy. General Manager

I, MEHMOOD ALAM received with thanks from M/s Gulf United Real Estate Company, the sum of Qrs 3,712(Qrs.Three Thousand Seven Hundred Twelve Only)towards my leave encashment from 21-Oct-20 to 21-Mar-22 with Air fare vide Barwa Bank Ch No 00003860 dated 23 March 2022

Name

MEHMOOD ALAM

Signature

24/03/2022

Date