
















2360000487

Qatar Flour Mills Co.

| PERIOD FROM: 26-SEP-2022 TO: 27-AUG-2023 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|---|--|--|-------------|-------------|-------------|---|---|---|---|--|--|-----------|-------|----------------------|-----|---|--|--------------------------|-----|---|--|-----------------|-----|---|--|--------------------|-----|---|--|----------------|-----|-----|--|----------------------|------------|--------------|--|------------------------|-------|--|--|------------------|----------|--|--|----------------|----|--|--|------------------|-------------|--|--|-----------------------------------|-------------|--|--|
| LEAVE SETTLEMENT | | MURALITHARAN SATHASIVAM | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| UPTO | 27/Aug/2023 | 3672 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DEPARTMENT | PACKING | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DESIGNATION | LABOUR | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Basic salary</td> <td style="width: 20%;">QAR</td> <td style="width: 20%;">1,000</td> <td style="width: 10%;"></td> </tr> <tr> <td>HRA</td> <td>QAR</td> <td>-</td> <td></td> </tr> <tr> <td>Transport Allowance</td> <td>QAR</td> <td>-</td> <td></td> </tr> <tr> <td>Telephone Allowance</td> <td>QAR</td> <td>-</td> <td></td> </tr> <tr> <td>Cost of Living Allowance</td> <td>QAR</td> <td>-</td> <td></td> </tr> <tr> <td>Other Allowance</td> <td>QAR</td> <td>-</td> <td></td> </tr> <tr> <td>Hardship Allowance</td> <td>QAR</td> <td>-</td> <td></td> </tr> <tr> <td>Food Allowance</td> <td>QAR</td> <td>300</td> <td></td> </tr> <tr> <td>Total Package</td> <td>QAR</td> <td>1,300</td> <td></td> </tr> <tr> <td>Mode of Salary Payment</td> <td colspan="3">D-Pay</td> </tr> <tr> <td>Service Duration</td> <td colspan="3">10 Years</td> </tr> <tr> <td>Leave Category</td> <td colspan="3">30</td> </tr> <tr> <td>Appointment date</td> <td colspan="3">25/Sep/2013</td> </tr> <tr> <td>Joining/Rejoining/Encashment date</td> <td colspan="3">26/Sep/2022</td> </tr> </table> | | | | Basic salary | QAR | 1,000 | | HRA | QAR | - | | Transport Allowance | QAR | - | | Telephone Allowance | QAR | - | | Cost of Living Allowance | QAR | - | | Other Allowance | QAR | - | | Hardship Allowance | QAR | - | | Food Allowance | QAR | 300 | | Total Package | QAR | 1,300 | | Mode of Salary Payment | D-Pay | | | Service Duration | 10 Years | | | Leave Category | 30 | | | Appointment date | 25/Sep/2013 | | | Joining/Rejoining/Encashment date | 26/Sep/2022 | | |
| Basic salary | QAR | 1,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HRA | QAR | - | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Transport Allowance | QAR | - | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Telephone Allowance | QAR | - | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cost of Living Allowance | QAR | - | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Other Allowance | QAR | - | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Hardship Allowance | QAR | - | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Food Allowance | QAR | 300 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Package | QAR | 1,300 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mode of Salary Payment | D-Pay | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Service Duration | 10 Years | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Leave Category | 30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Appointment date | 25/Sep/2013 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Joining/Rejoining/Encashment date | 26/Sep/2022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">BASIC</td> <td style="width: 40%;"></td> <td style="width: 20%;"></td> <td style="width: 20%; text-align: right;">194</td> </tr> <tr> <td>From</td> <td>01/Oct/2023</td> <td>to</td> <td>06/Oct/2023</td> </tr> <tr> <td></td> <td>6.00</td> <td>days @ Qr</td> <td>32.26</td> </tr> </table> | | | | BASIC | | | 194 | From | 01/Oct/2023 | to | 06/Oct/2023 | | 6.00 | days @ Qr | 32.26 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BASIC | | | 194 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| From | 01/Oct/2023 | to | 06/Oct/2023 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 6.00 | days @ Qr | 32.26 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">FOOD ALLOWANCE</td> <td style="width: 40%;"></td> <td style="width: 20%;"></td> <td style="width: 20%; text-align: right;">58</td> </tr> <tr> <td>From</td> <td>01/Oct/2023</td> <td>to</td> <td>6-Oct-23</td> </tr> <tr> <td></td> <td>6.00</td> <td>days @ Qr</td> <td>9.68</td> </tr> </table> | | | | FOOD ALLOWANCE | | | 58 | From | 01/Oct/2023 | to | 6-Oct-23 | | 6.00 | days @ Qr | 9.68 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FOOD ALLOWANCE | | | 58 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| From | 01/Oct/2023 | to | 6-Oct-23 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 6.00 | days @ Qr | 9.68 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">LEAVE ALLOWANCE</td> <td style="width: 40%;"></td> <td style="width: 20%;"></td> <td style="width: 20%; text-align: right;">1,000</td> </tr> <tr> <td>From</td> <td>26/Sep/2022</td> <td>to</td> <td>27/Aug/2023</td> </tr> <tr> <td>(335 x 30) / 335 =</td> <td>30.00</td> <td>days @ Qr</td> <td>33.33</td> </tr> </table> | | | | LEAVE ALLOWANCE | | | 1,000 | From | 26/Sep/2022 | to | 27/Aug/2023 | (335 x 30) / 335 = | 30.00 | days @ Qr | 33.33 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| LEAVE ALLOWANCE | | | 1,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| From | 26/Sep/2022 | to | 27/Aug/2023 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (335 x 30) / 335 = | 30.00 | days @ Qr | 33.33 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">AIR TICKET</td> <td style="width: 40%;"></td> <td style="width: 20%;"></td> <td style="width: 20%; text-align: right;">2,350</td> </tr> <tr> <td colspan="3">Amount of air fare - Sector Doha - Colombo - Doha</td> <td></td> </tr> <tr> <td colspan="3">For Self</td> <td></td> </tr> <tr> <td colspan="3">Full Fare QAR (2350)</td> <td></td> </tr> </table> | | | | AIR TICKET | | | 2,350 | Amount of air fare - Sector Doha - Colombo - Doha | | | | For Self | | | | Full Fare QAR (2350) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| AIR TICKET | | | 2,350 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Amount of air fare - Sector Doha - Colombo - Doha | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| For Self | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Full Fare QAR (2350) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NET TOTAL | | | 3,602 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (QAR.Three Thousand Six Hundred Two Only) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; text-align: center;">Prepared By</td> <td style="width: 20%; text-align: center;">Verified By</td> <td style="width: 20%; text-align: center;">Verified By</td> <td style="width: 20%; text-align: center;">Reviewed By</td> <td style="width: 20%; text-align: center;">Approved By</td> </tr> <tr> <td style="text-align: center;">  Farooque Accountant </td> <td style="text-align: center;">  Zain Mehdi Manager-HR </td> <td style="text-align: center;">  Shahid Ali Khan Asst. Manager Finance </td> <td style="text-align: center;">  Fahim Rasmy Sr. Finance Manager </td> <td style="text-align: center;">  Adnan Meerji General Manager </td> </tr> </table> | | | | Prepared By | Verified By | Verified By | Reviewed By | Approved By |  Farooque Accountant |  Zain Mehdi Manager-HR |  Shahid Ali Khan Asst. Manager Finance |  Fahim Rasmy Sr. Finance Manager |  Adnan Meerji General Manager | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Prepared By | Verified By | Verified By | Reviewed By | Approved By | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  Farooque Accountant |  Zain Mehdi Manager-HR |  Shahid Ali Khan Asst. Manager Finance |  Fahim Rasmy Sr. Finance Manager |  Adnan Meerji General Manager | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>I, Muralitharan Sathasivam Received With Thanks From M/S Qatar Flour Mills Company The Sum Of Qrs.3,602 (Qar.Three Thousand Six Hundred Two Only) Towards My Leave Settlement From 26-Sep-2022 To 27-Aug-2023 With Air Fare Doha - Colombo - Doha Cash In Lieu Of Dukhan Bank Cheque No:</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Name MURALITHARAN SATHASIVAM</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Signature _____</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Date _____</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |