

Dandy Company Limited

Period From:24-Jan-22 To: 05-Jan-23	
LEAVE ENCASHMENT	OF Mr.WASIM ANSARI
UPTO	5-Jan-23
DEPARTMENT	Sales
DESIGNATION	Sales Supervisor
BANK	DBQ

Basic salary	QR	4,000
HRA	QR	1,500
Transport Allowance	QR	-
Food Allowance	QR	-
Cost of Living Allowance	QR	-
Other Allowance	QR	-
Total Package	QR	5,500
Service Duration	4 Years 11 Months 12 Days	
Leave Category	30	
Appointment date	24-Jan-18	
Joining/Rejoining/Encashment date	24-Jan-22	

LEAVE ALLOWANCE

From	24-Jan-22	to	5-Jan-23	<u>Qr</u>
(335 x 30) / 335 =	30.00	days @ Qr	133.33	4,000 12 Days Delayed

HOUSE RENT ALLOWANCE

From	24-Jan-22	to	5-Jan-23	
	30.00	days @ Qr	50.00	1,500

AIR TICKET FULL

Amount of air fare		2,600
Doha-Lucknow-Doha	Economy Class	
Self		
Full Fare QR. 2600		

NET TOTAL **8,100**

(Qrs.Eight Thousand One Hundred Only)

Prepared by

Rehman Ali

Verified by

Mohammed Farooq

Sr. Executive - Finance

Verified by

Nadeem Mohammed

Asst. Manager - Finance

I, received with thanks from DANDY COMPANY LIMITED, the sum of Qrs 8,100(Qrs.Eight Thousand One Hundred Only)towards my Leave Encashment from 24-Jan-22 to 05-Jan-23 vide Cheque No. / Bank transfer.

Name WASIM ANSARI

Signature

Date

DANDY HUMAN RESOURCES

Leave Requisition Form

Part 1 (To be filled by Employee)

Date of Initiation: 24/12/2022

Full Name : Wasim Ansari	Employee Code : 2050
Job Title : Sales Supervisor	Business Unit : Dandy
Department : Sales	

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. : —
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Address : —	Email ID : —
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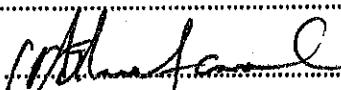
Backup employee during leave period based on discussion with Dept. Head:	Signature of backup employee:
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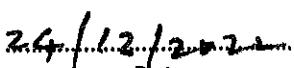


Signature of Employee

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

Remarks (if any):


Signature of Department Head


Date

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

DOJ : 24-Jan-018	Total leave taken : —
Passport Expiry : —	QID Expiry : —

Leave Passage & Dependent Details:

Doha to Lucknow to Doha for Self Economy class.


Unit-HR & Admin

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

No of Days :	Signature :	Date : 28 DEC 2022
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1/Confidential/DHRP-LRF/V-1.9

*Leave entitlement differ as mentioned below

1. start - 31 Dec/19

1). Resure - 11/Feb/20 3/11 days

1. start - 2/Jan/21

1). Resure - 3/Nov/21 3/1 day.

Dandy Company Ltd
 PO Box: 2239
 Doha
 Qatar

Employee Salary Structure Details
 for period 1-Jan-2012 to 31-Dec-2022

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Name : 2050 Wasim Ansari (2050)

Under : 2 Dairy Sales
(// Primary)

Salary Details

Effective From	Pay Head	Rate	Per	Pay Head Type	Calculation Type	Computed On
24-Jan-2018	01 Basic	4,000.00	Months	Earnings for Employees	On Attendance	
	02 House Rent Allowance	1,500.00	Months	Earnings for Employees	On Attendance	
	05 Commission			Earnings for Employees	As User Defined Value	
	06 Friday Allowance			Earnings for Employees	As User Defined Value	
	08 Absentism During Previous Month	5,500.00	Months	Deductions from Employees	On Attendance	
	09 Commission Arriars			Earnings for Employees	As User Defined Value	
	10 Salary Arriars	5,500.00	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	
	14 Route Cash Shortage			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	
	20 Friday Allowance Arriars			Earnings for Employees	As User Defined Value	
	22 Bonus Payments			Earnings for Employees	As User Defined Value	
	26 Other Overtime			Earnings for Employees	As User Defined Value	
	27 Other Incentives			Earnings for Employees	As User Defined Value	
	31 Other Payments			Earnings for Employees	As User Defined Value	
	35 Current Month Absents	5,500.00	Months	Deductions from Employees	On Attendance	
	36 31Days Last Month Absent	5,500.00	Months	Deductions from Employees	On Attendance	
	37 30 Days Last Month Absent	5,500.00	Months	Deductions from Employees	On Attendance	
	38 Current Month Salary Arrears	5,500.00	Months	Earnings for Employees	On Attendance	
	39 30 Dyas Salary Arrears	5,500.00	Months	Earnings for Employees	On Attendance	
	40 31 Dyas Salary Arrears	5,500.00	Months	Earnings for Employees	On Attendance	
	41 29 Dyas Salary Arrears	5,500.00	Months	Earnings for Employees	On Attendance	
	42 28 Dyas Salary Arrears	5,500.00	Months	Earnings for Employees	On Attendance	
	43 28 Days Last Month Absent	5,500.00	Months	Deductions from Employees	On Attendance	
	44 29 Days Last Month Absent	5,500.00	Months	Deductions from Employees	On Attendance	
	45 Salary Deferral			Deductions from Employees	As User Defined Value	

State Of Qatar
Residency Permit



دوّلة قطر

رخصة إقامة

ID No: 28435644763 الرقم الشخصي:

D.O.B.: 05/12/1984 تاريخ الميلاد:

Expiry: 20/01/2024 الصلاحية:

الهند الجنسية:

Nationality: INDIA

Occupation: مدرس مبيعات المهنة:

الاسم: WASIM ANSARI الاسم:

Name: WASIM ANSARI

Passport Number: 59837438 رقم جواز السفر:

Passport Expiry: 19/12/2028 تاريخ انتهاء الجواز:

Serial No: 31028435644763 الرقم المميّل:

Residency Type: عمل نوع الإقامة:

Employer: شركه ذاتي المحدوده المستخدم:

مدير عام الادارة العامة للجوازات
General Director of the General
Directorate of Passports

توقيع حامل البطاقة
Holder's signature

