

## **Parwez Alam**

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**From:** Shahzad Ahmad  
**Sent:** Wednesday, May 3, 2023 9:12 AM  
**To:** Parwez Alam  
**Cc:** Fahad Ahmad  
**Subject:** Fwd: approval required for salary payment to new employee joined after payroll cutoff date for the month of April 2023

Dear Parwez

Good morning.

Requesting you to kindly do the needful as per trailing email approval.

Kind regards,  
Shahzad Ahmad

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**From:** Zuhair Ahmad Torabi <zuhair@zad.qa>  
**Sent:** Wednesday, May 3, 2023 8:50:37 AM  
**To:** Shahzad Ahmad <shahzad@guc.qa>  
**Cc:** Fahad Ahmad <fahad@guc.qa>  
**Subject:** FW: approval required for salary payment to new employee joined after payroll cutoff date for the month of April 2023

Dear Shahzad;

Please do the needful as earliest.

Thanks & Regards,

**Zuhair Ahmad Torabi**  
Senior Executive - Human Resources



شركة زاد القابضة  
Zad Holding Company Q.P.S.C

**Zad Holding Company Q.P.S.C**

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Email : [zuhair@zad.qa](mailto:zuhair@zad.qa) | Web : [www.zad.qa](http://www.zad.qa)

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**From:** Anjum Hussain <[anjum@zad.qa](mailto:anjum@zad.qa)>

**Sent:** 03 May, 2023 6:32 AM

**To:** Zuhair Ahmad Torabi <[zuhair@zad.qa](mailto:zuhair@zad.qa)>

**Subject:** Fwd: approval required for salary payment to new employee joined after payroll cutoff date for the month of April 2023

Dear Zuhair,

Please find enclosed email for your reference and action.

Regards

Anjum

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**From:** Tarique Mohammad <[tarique@zad.qa](mailto:tarique@zad.qa)>

**Sent:** Tuesday, May 2, 2023 10:52:16 PM

**To:** Anjum Hussain <[anjum@zad.qa](mailto:anjum@zad.qa)>

**Subject:** Re: approval required for salary payment to new employee joined after payroll cutoff date for the month of April 2023

Ok

Sent from my iPhone

On 3 May 2023, at 12:25 am, Anjum Hussain <[anjum@zad.qa](mailto:anjum@zad.qa)> wrote:

Dear Sir,

We have a new employee in Projects team who joined on 17<sup>th</sup> April 2023 after the payroll cutoff date. ( for April month it was 12<sup>th</sup> April 2023).

Due to this reason employee was not included in the payroll. He has some financial issues and he cannot wait till May 2023 salary. Hence he has requested to pay his April salary.

Therefore, it is recommended to pay employee salary through cheque in the name of employee. His details are as follows :

Name	Amjad Hussain
Emp Code	7188
Designation	Engineer - Estimation & Tendering
Date of Joining	17-Apr-23
Reason for Payment of April 2023 salary	payroll cutoff date for the month of April 2023 was 12th April and employee joined on 17th April 2023
Basic Salary (QAR)	8,500
Gross Salary (QAR)	15,300
No. of days present in April 2023 ( including EID holidays)	14
Salary for 14 days to be paid (QAR)	7,140

Submitting employee request for your consideration and approval.

Thanks and Regards,

Anjum Hussain  
Senior Manager - Human Resources & Admin

<image001.png>

**Zad Holding Company q.P.S.C**  
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Email : [anjum@zad.qa](mailto:anjum@zad.qa) | Web : [www.zad.qa](http://www.zad.qa)  
Please consider the environment before printing this email  
<image002.png>

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