



ALCAT ASPHALT PLANT

Period From: 19-Nov-2023 To: 18-Oct-2024	
LEAVE ENCASHMENT	OF Mr.NIR SHAKYA
UPTO	18-Oct-24
DEPARTMENT	MAINTENANCE
DESIGNATION	HEAD MECHANIC

Basic salary	QR	3,000
HRA	QR	-
Transport Allowance	QR	-
Telephone Allowance	QR	-
Food Allowance	QR	-
Other Allowance	QR	-
Total Package	QR	3,000
Service Duration	18 Years 8 Months 16 Days	
Leave Category	30	
Appointment date	2-Feb-06	
Joining/Rejoining/Encashment date	2-Nov-23	

(***Employee has taken 17 days excess leave and accordingly his rejoining and upto dates are deferred.)

LEAVE ALLOWANCE

From	19-Nov-23	to	18-Oct-24	Qr
(335 x 30) / 335 =				
30.00	days @ Qr	100.00		3,000

AIR TICKET FULL

Amount of air fare	Qr
Doha- Kathmandu -Doha	
Self	
Full Fare QR. 4200	4,200

NET TOTAL

7,200

(Qrs.Seven Thousand Two Hundred Only)

Prepared by

Mohammed Zayani
Sr. Accounts Officer

Verified by

Zuhair Ahmed
Sr. Executive - HR

Verified by

Mohamed Binas
Manager - Finance

Approved by

Kamaludeen Aboobaker
General Manager

I, Nir Shakya received with thanks from ALCAT ASPHALT PLANT, the sum of Qrs 7,200(Qrs.Seven Thousand Two Hundred Only) towards my Leave Encashment from 19-Nov-23 to 18-Oct-24

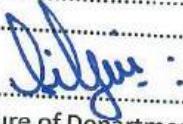
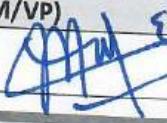
Name

NIR SHAKYA

Signature

Date

Leave Requisition Form

Part 1 (To be filled by Employee)		Date of Initiation: 07/10/2024
Full Name	: NIR SHAKYA	
Job Title	: Head Mechanic	Employee Code : 2993
Department	: Maintenance	Business Unit : Asphalt
<input type="checkbox"/> Annual <input checked="" type="checkbox"/> Encashment <input type="checkbox"/> Leave Without Pay <input type="checkbox"/> 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:
Part 2 (Department Approval – to be filled by Department Head) Remarks (if any):  Signature of Department Head		
Part 3 (Leave Eligibility – to be filled by HR) DOJ: 02/02/2006 Total leave taken: 47 days Passport Expiry: — QID Expiry: — Leave Passage & Dependent Details: 30 days leave salary upto 16/10/2024. Sector: Doha - Kathmandu-Doha Date: 16/10/2024 Economy class air ticket for self Unit - HR & Admin		
Part 4 (Final Approval – to be filled by CEO/GM/VP) No of Days : Signature :  Date : 16/10/2024		

Fare sheet for the Month of Oct 2024							
GOA	INDIA	1400	1150	300	2350	1950	500
HYDERABAD	INDIA	1550	1250	310	2550	2100	500
ISTANBUL	TURKEY	1750	1420	300	2920	2380	500
JAIPUR	INDIA	1600	1220	320	2100	1650	490
ISLAMABAD	PAKISTAN	1150	1000	250	1850	1600	300
KARACHI	PAKISTAN	1150	1000	250	1850	1600	550
KATHMANDU	NEPAL	2470	1950	280	4200	3200	550
KANNUR	INDIA	1000	1000	440	2100	2100	750
KABUL	AFGANISTAN	1550	1230	260	3700	3700	500
KHARTOUM	SUDAN	2080	1720	380	3450	2750	510
KUALALUMPUR	MALAYSIA	2950	2300	350	5050	4040	750
KOLKOTTA	INDA	1530	1250	310	2520	2100	660
LAGOS	NIGERIA	2550	2000	460	4450	3600	500
LUKNOW	INDIA	1350	1140	300	2500	2100	740
LAHORE	PAKISTAN	1200	980	250	2100	1750	500
MOGADISHU	SOMALIA	2360	1920	450	3960	3130	580
MUMBAI	INDIA	1400	1150	350	2400	1820	690
MANILA	PHILIPPINES	1800	1480	350	3020	2470	480
MADURAI	INDIA	1400	1150	200	2340	1940	320
MANGALORE	INDIA	1400	1200	280	2500	2080	480
MUSCAT	OMAN	1350	1100	260	2450	2080	840
NAIROBI	KENYA	1850	1480	350	2850	2350	540
NAGPUR	INDIA	1450	1220	300	2400	1980	480
PUNE	INDIA	1420	1220	240	2000	1680	320
PATNA	INDIA	1520	1300	260	2100	1760	340
PESHWAR	PAKISTAN	1000	880	230	1850	1600	550
SANAA	YEMEN						
SRINAGAR	INDIA	1550	1300	230	2250	1880	320
TEHRAN	IRAN	2480	2080	480	3600	2850	710
TRICHY	INDIA	1300	1080	200	2250	1920	320
THRIVANTHAPURAM	INDIA	1580	1280	300	2450	2040	500
TUNIS	TUNISIA	2560	2040	440	4100	3280	720
VADODARA	INDIA	1500	1220	240	2250	1860	380
VARANASI	INDIA	1480	1200	230	2230	1820	370

MR

MR





ALCAT ASPHALT PLANT

Period From: 10-Nov-2023 To: 09-Oct-2024		
LEAVE ENCASHMENT	OF Mr.NABIN KAFLE	
UPTO	9-Oct-24	0/3612
DEPARTMENT	OPERATION	
DESIGNATION	PLANT ADMIN	

Basic salary	QR	1,795
HRA	QR	-
Transport Allowance	QR	-
Telephone Allowance	QR	-
Food Allowance	QR	-
Other Allowance	QR	-
Total Package	QR	1,795
Service Duration	16 Years 3 Months 0 Days	
Leave Category	30	
Appointment date	9-Jul-08	
Joining/Rejoining/Encashment date	29-Oct-23	

(***Employee has taken 12 days excess leave and accordingly his rejoining and upto dates are deferred.)

LEAVE ALLOWANCE		Qr
From	10-Nov-23	to 9-Oct-24
(335 x 30) / 335 =	30.00	days
30.00	days @ Qr	59.83
		1,795

AIR TICKET FULL		Qr
Amount of air fare		
Doha- Kathmandu -Doha	Economy Class	
Self		4,200
Full Fare QR. 4200		

NET TOTAL 5,995

(Qrs.Five Thousand Nine Hundred Ninety Five Only)

Prepared by

Mohammed Zayani
Sr. Accounts Officer

Verified by

Zuhair Ahmed
Sr. Executive - HR

Verified by

Mohamed Binas
Manager - Finance

Approved by

Kamaludeen Aboobaker
General Manager

I, Nabin Kafle received with thanks from ALCAT ASPHALT PLANT, the sum of Qrs 5,995(Qrs.Five Thousand Nine Hundred Ninety Five Only) towards my Leave Encashment from 10-Nov-23 to 09-Oct-24

Name **NABIN KAFLE**

Signature

Date

Leave Requisition Form

Part 1 (To be filled by Employee)

Date of Initiation: 12-09-2024

Full Name : Nabin kafle

Job Title : Plant Admin

Employee Code : 3612

Department : Operations

Business Unit : Asphalt

Leave Type
 Annual Encashment Leave Without Pay Leave With Pay
Leave Information

Leave From:	Leave up to :	No of Days :	Return to duty date:
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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):



12/9/2024

Date

Signature of Department Head

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

DOJ : 09/07/2008

Total leave taken : 42 days

Passport Expiry : —

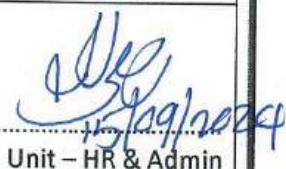
QID Expiry : —

Leave Passage & Dependent Details:

30 days Leave salary upto 09/10/2024.

Sector - Doha - Kathmandu-Doha.

Economy class air ticket for self.


 12/9/2024
 Unit - HR & Admin
Part 4 (Final Approval – to be filled by CEO/GM/VP)

No of Days :

Signature :

Date : 15/09/2024

Fare sheet for the Month of Oct 2024							
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HYDERABAD	INDIA	1550	1250	310	2550	2100	500
ISTANBUL	TURKEY	1750	1420	300	2920	2380	490
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MR
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