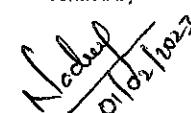
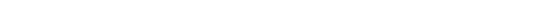


Dandy Company Limited

Period From:01-Feb-22 To: 17-Jan-23																																				
LEAVE ENCASHMENT	OF Mr.ABADUL GAFAR																																			
UPTO	17-Jan-23 900																																			
DEPARTMENT	Maintenance - Plant																																			
DESIGNATION	Assistant Mechanical Technician																																			
BANK	IIB																																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Basic salary</td> <td>QR</td> <td>1,500</td> </tr> <tr> <td>HRA</td> <td>QR</td> <td>-</td> </tr> <tr> <td>Transport Allowance</td> <td>QR</td> <td>-</td> </tr> <tr> <td>Food Allowance</td> <td>QR</td> <td>-</td> </tr> <tr> <td>Cost of Living Allowance</td> <td>QR</td> <td>-</td> </tr> <tr> <td>Other Allowance</td> <td>QR</td> <td>-</td> </tr> <tr> <td>Total Package</td> <td>QR</td> <td>1,500</td> </tr> <tr> <td>Service Duration</td> <td colspan="2">11 Years 7 Months 1 Days</td> </tr> <tr> <td>Leave Category</td> <td colspan="2">30</td> </tr> <tr> <td>Appointment date</td> <td colspan="2">16-Jun-11</td> </tr> <tr> <td>Joining/Rejoining/Encashment date</td> <td colspan="2">1-Feb-22</td> </tr> </table>				Basic salary	QR	1,500	HRA	QR	-	Transport Allowance	QR	-	Food Allowance	QR	-	Cost of Living Allowance	QR	-	Other Allowance	QR	-	Total Package	QR	1,500	Service Duration	11 Years 7 Months 1 Days		Leave Category	30		Appointment date	16-Jun-11		Joining/Rejoining/Encashment date	1-Feb-22	
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LEAVE ALLOWANCE Qr																																				
From	1-Feb-22	to	17-Jan-23																																	
(335 x 30) / 335 =	30.00	days @ Qr	50.00																																	
	30.00		1,500 16 Days Delayed																																	
HOUSE RENT ALLOWANCE																																				
From	1-Feb-22	to	17-Jan-23																																	
	30.00	days @ Qr	0																																	
AIR TICKET FULL																																				
Amount of air fare	2,000																																			
Doha-Kathmandu-Doha	Economy Class																																			
Self																																				
Full Fare QR. 2000																																				
NET TOTAL <u>3,500</u>																																				
(Qrs.Three Thousand Five Hundred Only)																																				
Prepared by	Verified by	Verified by																																		
 Rehman Ali	 Mohammed Jafrook	 Nadeem Mohammed																																		
Sr. Executive - Finance	Manager - HR	Asst. Manager - Finance																																		
I, received with thanks from DANDY COMPANY LIMITED, the sum of Qrs 3,500 (Qrs.Three Thousand Five Hundred Only)towards my Leave Encashment from 01-Feb-22 to 17-Jan-23 vide Cheque No. / Bank transfer.																																				
Name	ABADUL GAFAR																																			
Signature																																				
Date																																				

Fare sheet for the Month of JAN 2023

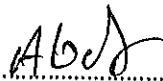
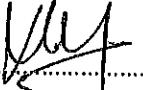
ISLAMABAD	PAKISTAN	1000	850	220	2000	1800	450
KARACHI	PAKISTAN	1000	850	220	2000	1800	450
KATHMANDU	NEPAL	1100	950	250	2000	1700	430
KANNUR	INDIA	1300	1300	340	2000	2000	550
KABUL	AFGANISTAN	1550	1230	260	2930	2260	390
KHARTOUM	SUDAN	1950	1600	350	3250	2600	500
KUALALUMPUR	MALAYSIA	2950	2300	350	5050	4040	660
KOLKOTTA	INDA	1450	1250	350	2550	2100	550
LAGOS	NIGERIA	2300	1750	420	4000	3350	680
LUKNOW	INDIA	1400	1200	480	2600	2050	500
LAHORE	PAKISTAN	1000	850	220	2000	1800	450
MOGADISHU	SOMALIA	2450	2100	380	4100	3600	680
MUMBAI	INDIA	1650	1320	250	2800	2300	550
MANILA	PHILIPPINES	1700	1500	400	2880	2450	560
MADURAI	INDIA	1370	1370	290	2660	2660	590
MANGALORE	INDIA	1350	1350	250	2650	2650	580
MUSCAT	OMAN	1100	900	280	1900	1640	450
NAIROBI	KENYA	2150	1700	400	3500	2900	640
NAGPUR	INDIA	1450	1450	310	2500	2500	980
PUNE	INDIA	1450	1450	310	2600	2300	1100
PATNA	INDIA	1500	1500	340	2580	2580	990
PESHWAR	PAKISTAN	1040	880	230	2100	1840	460
SANA'A	YEMEN						
SRINAGAR	INDIA	1450	1450	310	2500	2500	980
TRICHY	INDIA	1450	1300	280	2750	2250	400
THRIVANTHAPURAM	INDIA	1550	1280	400	2850	2350	610
TUNIS	TUNISIA	2650	2050	360	3940	3130	630
VADODARA	INDIA	1400	1400	470	2600	2600	1120
VARANASI	INDIA	1200	1200	450	2450	2450	1090



DANDY HUMAN RESOURCES

Leave Requisition Form

21/12/2022

Part 1 (To be filled by Employee)		Date of Initiation:
Full Name :	ABADUL GAFAR	
Job Title :	Assi. Tech.	Employee Code : 900
Department :	Maintenance	
Leave Type		
Annual []	Encashment <input checked="" type="checkbox"/>	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. : —	
Address : —		Email ID : —
Backup employee during leave period based on discussion with Dept. Head: —	Signature of backup employee: —	
 Signature of Employee		
Part 2 (Department Approval – to be filled by Department Head)		
Remarks (if any): 		
		Date: 21/12/22
Part 3 (Leave Eligibility – to be filled by HR)		
DOJ: 16-JUNE-2011	Total leave taken: —	
Passport Expiry: / —	QID Expiry: —	
Leave Passage & Dependent Details: Doha to Kathmandu to Doha for soft Economy class.  Unit HR & Admin		
Part 4 (Final Approval – to be filled by MD/GM)		
No of Days :	Signature :	Date : 28 DEC 2022

1/Confidential/DHRP-LRF/V-1.9

*) Leave entitlement reflect as below.

1. Start - 8/Feb/20

1. Resume - 25/oct/20 } 229 days

1. Start - 12/jul/22 }

1. Resume - 28/aug/22 } 10 days.

* 229 Adjusted in last Encashment + Return

Dandy Company Ltd

PO Box: 2239

Doha

Qatar

Employee Salary Structure Details
for period 1-Jan-2012 to 14-Jan-2023

Page 1

Name : 0900 Abadul Gafar (900)

Under : 17 General Maintenance
(/ Primary)**Salary Details**

Effective From	Pay Head	Rate	Per	Pay Head Type	Calculation Type	Computed On
1-Aug-2017	01 Basic	1,500.00	Months	Earnings for Employees	On Attendance	
	08 Absentism During Previous Month	1,500.00	Months	Deductions from Employees	On Attendance	
	07 Overtime Payments	7.81	OThours	Earnings for Employees	On Production	
	10 Salary Arriars	1,500.00	Months	Earnings for Employees	On Attendance	
	15 Other Deductions			Loans and Advances	As User Defined Value	
	17 Loan/Advances			Loans and Advances	As User Defined Value	
	18 Overtime Arriars			Earnings for Employees	As User Defined Value	
	24 Public Holiday OT Payments	9.38	OThours	Earnings for Employees	On Production	
	26 Other Overtime			Earnings for Employees	As User Defined Value	
	09 Commission Arriars			Earnings for Employees	As User Defined Value	
	23 Dispatch - Loading Allowance			Earnings for Employees	As User Defined Value	
	11 Unspecified Leave Payments			Earnings for Employees	As User Defined Value	
	22 Bonus Payments			Earnings for Employees	As User Defined Value	
	04 Other Allowances			Earnings for Employees	On Attendance	
	27 Other Incentives			Earnings for Employees	As User Defined Value	
	31 Other Payments			Earnings for Employees	As User Defined Value	
	35 Current Month Absents	1,500.00	Months	Deductions from Employees	On Attendance	
	36 31Days Last Month Absent	1,500.00	Months	Deductions from Employees	On Attendance	
	37 30 Days Last Month Absent	1,500.00	Months	Deductions from Employees	On Attendance	
	38 Current Month Salary Arrears	1,500.00	Months	Earnings for Employees	On Attendance	
	39 30 Dyas Salary Arrears	1,500.00	Months	Earnings for Employees	On Attendance	
	40 31 Dyas Salary Arrears	1,500.00	Months	Earnings for Employees	On Attendance	
	41 29 Dyas Salary Arrears	1,500.00	Months	Earnings for Employees	On Attendance	
	42 28 Dyas Salary Arrears	1,500.00	Months	Earnings for Employees	On Attendance	
	43 28 Days Last Month Absent	1,500.00	Months	Deductions from Employees	On Attendance	
	44 29 Days Last Month Absent	1,500.00	Months	Deductions from Employees	On Attendance	

