

256 000 0195



ALCAT ASPHALT PLANT

Period From: 07-Sep-2022 To: 07-Aug-2023			
ANNUAL LEAVE SETTLEMENT		OF Mr.SUBAIR KUNHIRATHIRE	
UPTO	7-Aug-23	0/4431	
DEPARTMENT	FINANCE		
DESIGNATION	ACCOUNTS OFFICER		

Basic salary	QR	3,000	
HRA	QR	1,500	
Transport Allowance	QR	500	
Telephone Allowance	QR	-	
Food Allowance	QR	-	
Other Allowance	QR	-	
Total Package	QR	5,000	
Service Duration	0 Years 11 Months 0 Days		
Leave Category	30		
Appointment date	7-Sep-22		
Joining/Rejoining/Encashment date	7-Sep-22		

LEAVE ALLOWANCE			
From	7-Sep-22	to	7-Aug-23
(335 x 30) / 335 =		30.00 days	
30.00	days @ Qr	100.00	3,000

HOUSE RENT ALLOWANCE			
From	7-Sep-22	to	7-Aug-23
30.00	days @ Qr	50.00	1,500

AIR TICKET FULL			
Amount of air fare		2,550	
Doha- Cochin -Doha		Economy Class	
Self			
Full Fare QR. 2550			

NET TOTAL	7,050
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(Qrs.Seven Thousand Fifty Only)

Prepared by Mohammed Zayani Sr. Accounts Officer	Verified by Zuhair Ahmed Sr. Executive - HR	Verified by Mohamed Binas Manager - Finance	Verified by Kamaludeen Aboobaker General Manager
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I, Subair Kunhirathire received with thanks from ALCAT ASPHALT PLANT, the sum of Qrs 7,050(Qrs.Seven Thousand Fifty Only) towards my Leave Encashment from 07-Sep-22 to 07-Aug-23 vide Cheque No 00001616 dated 27-Aug-23

Name	SUBAIR KUNHIRATHIRE
Signature	
Date	30/08/2023

Leave Requisition Form**Part 1 (To be filled by Employee)**

Date of Initiation: 06/08/2023

Full Name : Subair Kunhirathire

Job Title : Accounts officer

Employee Code : 4431

Department : Finance

Business Unit : Alcat Asphalt plant

Leave TypeAnnual ☒Encashment ☐Leave Without Pay ☐Leave With Pay ☒**Leave Information**

Leave From: 1st sep-23

Leave up to: 30th sep-23

No of Days : 30

Return to duty date: 01st oct-23

Contact Details while on vacation

Telephone No. : 0467-2211 340

Mobile No. :


Address : Chenged House, Mettummal
(Kambicchi 100)

Email ID : Subair4ever@gmail.com

Backup employee during leave period based on discussion with Dept. Head:

1. Zaykuni Karupppachosppan
2. Zahid Hussain
3. Adil Ayub.

Signature of backup employee:


 Zahid

Signature of Employee

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

Remarks (if any):



Signature of Department Head

10-08-2023

Date

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

DOJ : 07/09/2022

Total leave taken : —

Passport Expiry : 12/06/2029

QID Expiry : 01/03/2024

Leave Passage & Dependent Details:

30 days Leave salary up to 07/10/2023.
Sexton - Doha - Cochin - Doha.
Economy class air ticket for self.

Unit - HR & Admin

Part 4 (Final Approval – to be filled by CEO/GM/VP)

No of Days : 30 days

Signature :

Date : 20/08/2023

State Of Qatar
Residency Permit



دولة قطر
رخصة إقامة

ID.No: 28635632234 الرقم الشخصي:

D.O.B.: 25/05/1986 تاريخ الميلاد:

Expiry: 01/03/2025 الصلاحية:

الجنسية: الهند

Nationality: INDIA

Occupation: محاسب المهنة:

الاسم: زبير كونهيرات

Name: SUBAIR KUNHIRATHIRE

Passport Number: T4218932

Passport Expiry: 12/06/2029

Serial No: 31428635632234

Residency Type: عمل

Employer: شركة العطيه للمقاولات والتجارة

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

توقيع حامل البطاقة
Holder's signature



رقم جواز السفر:

تاريخ انتهاء الجواز:

الرقم الممسلسل:

نوع الرخصة:

المستقدم:

