



ALCAT ASPHALT PLANT

Period From: 07-Sep-2022 To: 07-Aug-2023

ANNUAL LEAVE SETTELMENT	OF Mr.SUBAIR KUNHIRATHIRE
UPTO	7-Aug-23
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	Qr
(335 x 30) / 335 =		30.00	days @ Qr	
	30.00		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			
Doha- Cochin -Doha		Economy Class	2,550
Self			
Full Fare QR. 2550			

NET TOTAL7,050

(Qrs.Seven Thousand Fifty Only)

Prepared by

27/08/23

Mohammed Zayani
Sr. Accounts Officer

Verified by

27/08/2023

Zuhair Ahmed
Sr. Executive - HR

Verified by

27/08/2023

Mohamed Binas
Manager - Finance

Verified by

27/08/2023

Kamaludeen Aboobaker
General Manager

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

30/08/2023

Date

Leave Requisition Form

Part 1 (To be filled by Employee)

Date of Initiation: 06/08/2023

Full Name :	Subair Iunhirathire		
Job Title :	Accounts Officer	Employee Code :	4431
Department :	Finance	Business Unit :	Alcat Asphalt plant

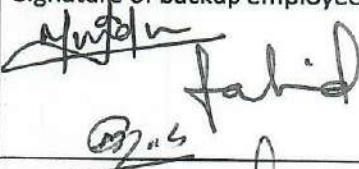
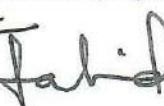
Leave Type

Annual Encashment Leave Without Pay Leave With Pay

Leave Information

Leave From: 01st 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 - 2211340	Mobile No. :
Address : Cheunged House, Mohammad Elambadi, 100	Email ID : Subair4ever@gmail.com
Backup employee during leave period based on discussion with Dept. Head:	Signature of backup employee:
1. Zayani Iyerappachan 2. Zahid Hussain 3. Adil Ayub.	  



Signature of Employee

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

Remarks (if any):


10-08-2023

Date

Signature of Department Head

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 upto 07/08/2023
 Sector - Doha - Cochin - Doha -
 Economy class air ticket for 30y.


 19-08-2023
 Unit - HR & Admin
Part 4 (Final Approval – to be filled by CEO/GM/VP)

No of Days : 30 days	Signature :	Date : 20/08/2023
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**State Of Qatar
Residency Permit**



**دولة قطر
رخصة إقامة**

ID.No: 28635632234 رقم الشخصي:

D.O.B.: 25/05/1986 تاريخ الميلاد:

Expiry: 01/03/2025 الصلاحية:

الهند الجنسية:

Nationality: INDIA

Occupation: محاسب المهمة:



الاسم: زبیر کونھیرات

Name: SUBAIR KUNHIRATHIRE

Passport Number: T4218932 رقم جواز السفر:

Passport Expiry: 12/06/2029 تاريخ انتهاء الجواز:

Serial No: 31428635632234 الرقم الميسلسل:

Residency Type: عمل نوع الرخصة:

Employer: شركة العطية للمقاولات والتجارة المستقدم:

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

توقيع حامل البطاقة
Holder's signature

