

# Zad Holding Company Q.P.S.C

Period From : 03-Jul-2022 To : 02-Jun-2023																																							
LEAVE ENCAHMENT		OF Mr.SAUD MOHAMMED MAHDI M AL-SIWAR																																					
UPTO		02-Jun-23	9002/6799																																				
DEPARTMENT		HR & ADMIN																																					
DESIGNATION		SECURITY PERSONAL																																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Basic salary</td> <td>QR</td> <td>3,500</td> </tr> <tr> <td>HRA</td> <td>QR</td> <td>1,700</td> </tr> <tr> <td>Transport Allowance</td> <td>QR</td> <td>300</td> </tr> <tr> <td>Telephone 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><b>Total Package</b></td> <td><b>QR</b></td> <td><b>5,500</b></td> </tr> <tr> <td>Service Duration</td> <td colspan="2">0 Years 10 Months</td> </tr> <tr> <td>Leave Cateogry</td> <td colspan="2">30</td> </tr> <tr> <td>Appointment date</td> <td colspan="2">03-Jul-22</td> </tr> <tr> <td>Joining/Rejoining/Encashment date</td> <td colspan="2">03-Jul-22</td> </tr> <tr> <td>Mode of Payment</td> <td colspan="2">Cheque</td> </tr> </tbody> </table>				Basic salary	QR	3,500	HRA	QR	1,700	Transport Allowance	QR	300	Telephone Allowance	QR	-	Cost of Living Allowance	QR	-	Other Allowance	QR	-	<b>Total Package</b>	<b>QR</b>	<b>5,500</b>	Service Duration	0 Years 10 Months		Leave Cateogry	30		Appointment date	03-Jul-22		Joining/Rejoining/Encashment date	03-Jul-22		Mode of Payment	Cheque	
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<b>LEAVE ALLOWANCE</b> <span style="float: right;"><u>Qr</u></span>																																							
From 03-Jul-22 to 02-Jun-23 $( 335 \times 30 ) / 335 = 30.00$ days 30.00 days @ QR 116.67 3,500																																							
<b>HOUSE RENT ALLOWANCE</b>																																							
From 03-Jul-22 to 02-Jun-23 30.00 days @ QR 56.67 1,700																																							
<b>AIR TICKET</b> Amount of air fare 2,500 Fixed Ticket allowance as per E-mail approval Self Full Fare QR. 2500																																							
<b>NET TOTAL</b> <span style="float: right;"><u>7,700</u></span>																																							
<b>( Qrs.Seven Thousand Seven Hundred Only )</b>																																							
<b>Prepared by</b>  Syed Ibrahim Musa Asst. Manager - Finance	<b>Verified by</b>  Anjum Hussain Abedi Sr.Manager - HR	<b>Verified by</b>  Abdul Nashir Hussain Sr.Manager - Finance	<b>Approved by</b>  Abdul Salam VP - Finance																																				
I, SAUD MOHAMMED MAHDI M AL-SIWAR received with thanks from ZAD HOLDING COMPANY Q.P.S.C, the sum of Qrs 7,700( Qrs.Seven Thousand Seven Hundred Only )towards my Leave Encashment from 03-Jul-22 to 02-Jun-23 vide Cheque No. 00001106.																																							
Name	SAUD MOHAMMED MAHDI M AL-SIWAR																																						
Signature	<hr/>																																						
Date	<hr/>																																						