

Doc. Type : KR (Vendor Invoice) Normal document

Doc. Number 2333000038 Company Code 1101 Fiscal Year 2023
Doc. Date 22.03.2023 Posting Date 22.03.2023 Period 03
Calculate Tax ☐
Ref.Doc. LEAVE ENCASHMENT
Doc. Currency QAR

Itm	PR	Account	Account Short Text	Tx	Cost Ctr	Order	Amount	Text	Assignment	Vendor	SoCo	Profit Ctr
1	31	901614	Inam Ur Rehman				7,050.00-	LEAVE ENCASHMENT OF INAM UR REHMAN - 2139		901614		
2	40	207001	Pay-Leave Salary				4,500.00	LEAVE SALARY-5800 (11/03/22 to 26/02/23 - 17 DAYS	23330000382023			1101020
3	40	207002	Pay-Air Fare				2,550.00	LEAVE PASSAGE - 2550 (11/03/22 to 26/02/23 17 DAY)	23330000382023			1101020

DANDY COMPANY LTD. (Plastic Factory)

Period From: 11-March-2022 To: 26-February-2023	
LEAVE ENCASHMENT	OF Mr.INAM UR REHMAN
UPTO	26-Feb-23 0/2139
DEPARTMENT	Production
DESIGNATION	Production Supervisor

Basic salary	QR	3,000
HRA	QR	1,500
Transport Allowance	QR	100
Telephone Allowance	QR	-
Food Allowance	QR	-
Other Allowance	QR	-
Total Package	QR	4,600
Service Duration	4 Years 11 Months 15 Days	
Leave Category	30	
Appointment date	11-Mar-18	
Joining/Rejoining/Encashment date	11-Mar-22	

LEAVE ALLOWANCE	(AFTER DEDUCTING 17 DAYS OF DELAY IN REJOINING)		Qr
From	11-Mar-22	to	26-Feb-23
(335 x 30) / 335 = 30.00 days			
30.00	days @	Qr	100.00
			3,000
HOUSE RENT ALLOWANCE			
From	11-Mar-22	to	26-Feb-23
30.00	days @	Qr	50.00
			1,500
AIR TICKET			
Amount of air fare			2,550
Doha-Bangalore-Doha	Economy Class		
Self			
Full Fare QR. 2550			
NET TOTAL			7,050

(Qrs.Seven Thousand Fifty Only)

Prepared by	Verified By	Verified By
		
22/03/2023	22/3/23	22/3/23
Imran Sarguro	Mohd. Farook	Arif Dadani
Sr. Executive - Finance	Manager-HR	Manager - Finance

I, received with thanks from M/s. DANDY Company Ltd., the sum of Qrs 7,050(Qrs.Seven Thousand Fifty Only)towards my Leave Encashment from 11-Mar-22 to 26-Feb-23 vide Cheque No. CHQ. # 00001203.

Name **INAM UR REHMAN**

Signature _____

Date _____



DANDY HUMAN RESOURCES

Leave Requisition Form

Part 1 (To be filled by Employee)

Date of Initiation: 15-03-2023

Full Name : INAM-UR-REHMAN

Job Title : SUPERVISOR

Employee Code : 2139

Department : PRODUCTION

Business Unit : Premier Plastic Company

Leave Type

Annual []

Encashment ☒

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):

Signature of Department Head

Date

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

DOJ: 11 Mar 18

Total leave taken: —

Passport Expiry: —

QID Expiry: —

Leave Passage & Dependent Details:

10th - Bangalore - 10th for self economy class.

Unit - HR & Admin

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

No of Days:

Signature: AW

Date:

20 MAR 2023

1/Confidential/DHRP-LRF/V-1.9

* Leave entitlement differ by 17 days.

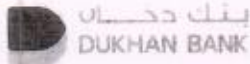
received
21/03/2023

04:20 PM

Fare sheet for the Month of FEB 2023

Destination		Economy Class - OW			Economy Class - RT		
		Adult	Child	Infant	Adult	Child	Infant
ABUJA	NIGERIA	2920	2510	280	4900	3980	390
AMRITSAR	INDIA	1730	1350	340	2900	2450	580
AMMAN	JORDAN	1580	1180	300	2600	2200	750
ASMARA	ERITREA	2250	1950	290	3800	3500	480
AHMEDABAD	INDIA	1850	620	350	2800	2250	520
ALGERIS	ALGERIA	2270	1850	450	3600	2800	700
ALEXANDRIA	EGYPT	1200	950	320	2000	1600	600
AURANGABAD	INDIA	1550	1300	250	2550	2550	540
ADDIS ABABA	ETHIOPIA	1550	1250	290	2850	2400	560
BANGALORE	INDIA	1450	1150	290	2550	1950	500
BELGAUM	INDIA	1550	1550	360	2850	2850	450
BHOPAL	INDIA	1550	1550	350	2650	2650	400
BEIRUT	LEBANON	1380	1100	280	2300	1850	430
CALICUT	INDIA	1450	1120	210	2400	1950	500
CASABLANCA	MOROCCO	2500	1930	320	3980	3200	700
CAIRO	EGYPT	1000	850	210	1650	1380	500
COCHIN	INDIA	1450	1100	300	2300	1900	550
CHENNAI	INDIA	1550	1200	240	2550	2100	550
COLOMBO	SRILANKA	1550	1240	300	2550	2120	500
COIMBATORE	INDIA	1450	1450	500	2650	2250	520
CHITTAGONG	BANGLADESH	1450	1160	300	2950	2420	680
DAMASCUS	SYRIA	1680	1300	290	2950	2350	550
DELHI	INDIA	1450	1250	350	2650	2200	550
DHAKA	BANGLADESH	1350	1150	330	2850	2320	640
FAISALABAD	PAKISTAN	1350	1100	210	2550	2100	550
GOA	INDIA	1450	1250	350	2800	2360	580
HYDERABAD	INDIA	1450	1250	350	2550	2100	550
ISTANBUL	TURKEY	1750	1390	310	2800	2220	480

Fare sheet for the Month of FEB 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		1980	1640	380	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		1450	1250	350	2550	2100	550	
MANILA	PHILIPPINES		1750	1400	350	2850	2300	550	
MADURAI	INDIA		1350	1350	280	2650	2650	580	
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		1450	1450	310	2500	2500	980	
PESHWAR	PAKISTAN		1000	850	220	2000	1800	450	
SANAA	YEMEN								
SRINAGAR	INDIA		1450	1450	310	2500	2500	980	
TRICHY	INDIA		1450	1300	280	2750	2250	400	
THRIVANTHAPURAM	INDIA		1550	1280	400	2550	2100	550	
TUNIS	TUNISIA		2600	2000	350	3900	3100	620	
VADODARA	INDIA		1400	1400	470	2600	2600	1120	
VARANASI	INDIA		1400	1400	470	2600	2600	1120	



بنك دخان
DUKHAN BANK

Main Branch

شركات
Corporate

رقم الشيك
Cheque No. 00000484

Date March 10, 2022 التاريخ

Pay to the order of ***Mr. Inam Ur Rehman Shaik Muneer*** أو لحامله
or bearer

Amount ***Five Thousand Nine Hundred Eighty Only***
in words

المبلغ
بالحروف

رق
Q.R

5,980.00

DANDY CO

A/C No. 1000-01907-057

Signature

التوقيع

Please do not write or stamp in the space below this line

الرجاء عدم الكتابة أو وضع ختم أسفل الخط

⑈00000484⑈01:634020015⑈00000100001907057⑈


20/03/22

Dandy Company LTD (Plastic Factory)**Doha, PO Box 2239, Qatar****Statement of Leave Salary Encashment**

LEAVE ENCASHMENT OF Mr. Inam Ur Rehman

UPTO

9-Feb-22

Emp.code **2139**
Department **Production**
Designation **Production Supervisor**

Column1	Column2	Column3	Column4	Column5	Column6
Basic salary		QR	3000		
HRA		QR	0		
Other Allowance		QR	0		
Leave Category			30		
Appointment date			11-03-18		
Joining/Rejoining/Encashment date			11-03-21		

LEAVE ALLOWANCE

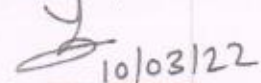
From 11-Mar-21 to 9-Feb-22 335.00
(30 - 30) / 335 = 30.00 days
30.00 days @ Qr 100.00 3,000.00

AIR TICKET

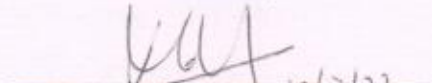
Adult
Amount of air fare - Sector (Doh-Bangalore-Doh) 2,980
Ticket Eligibility - Self 1.00
Total Amount Eligible 2,980
Air Ticket Encashment 2,980.00

NET TOTAL**5,980.00****(QRs Five Thousand Nine Hundred and Eighty only)**

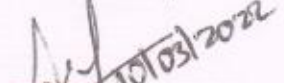
Prepared By


10/03/22
Finance Executive

Verified By


10/03/22
Manager-HR

Verified By

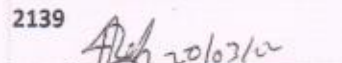

10/03/2022
Manager - Finance

I, Inam Ur Rehman received with thanks from M/s DANDY Company Ltd.
the sum of Qrs 5,980.00 (QRs Five Thousand Nine Hundred and Eighty only)
towards my Leave Salary Encashment from 11-03-2021 to 09-02-2022

Name **Inam Ur Rehman**Emp. No. **2139**

Signature

Date


20/03/22
20/03/22

State Of Qatar
Residency Permit



دولة قطر 2034
رخصة إقامة

ID.No: 28935643691

الرقم الشخصي:

D.O.B.: 20/01/1989

تاريخ الميلاد:

Expiry: 07/03/2024

الصلاحية:

الهند

الجنسية:

Nationality: INDIA

Occupation: مشرف عام

المهنة:

الاسم: انعام الرحمن شيخ منير



Name: INAM UR REHMAN SHAIK MUNEER

Passport Number:

R2097953

رقم جواز السفر:

Passport Expiry:

12/06/2027

تاريخ انتهاء الجواز:

Serial No:

30528935643691

الرقم المميز:

Residency Type:

عمل

نوع الرخصة:

Employer:

شركة دالدي المحدودة

المستقدم:

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

توقيع حامل البطاقة
Holder's signature

