



ALCAT ASPHALT PLANT

Period From: 19-Nov-2023 To: 18-Oct-2024

LEAVE ENCASHMENT

UPTO

OF Mr. NIR SHAKYA

DEPARTMENT

18-Oct-24

0/2993

DESIGNATION

MAINTENANCE

HEAD MECHANIC

Basic salary	QR	3,000
HRA	QR	-
Transport Allowance	QR	-
Telephone Allowance	QR	-
Food Allowance	QR	-
Other Allowance	QR	-
Total Package	QR	3,000
Service Duration	18 Years 8 Months 16 Days	
Leave Category	30	
Appointment date	2-Feb-06	
Joining/Rejoining/Encashment date	2-Nov-23	

(***Employee has taken 17 days excess leave and accordingly his rejoining and upto dates are deferred.)

LEAVE ALLOWANCE

From	19-Nov-23	to	18-Oct-24	Qr
(335 x 30) / 335 =		30.00 days		
30.00	days @ Qr	100.00		3,000

AIR TICKET FULL

Amount of air fare	Qr
Doha- Kathmandu -Doha	
Self	Economy Class
Full Fare QR. 4200	4,200

NET TOTAL

7,200

(Qrs.Seven Thousand Two Hundred Only)

Prepared by

Verified by

Verified by

Approved by

Mohammed Zayani
Sr. Accounts Officer

Zuhair Ahmed
Sr. Executive - HR

Mohamed Binas
Manager - Finance

Kamaludeen Aboobaker
General Manager

I, Nir Shakya received with thanks from ALCAT ASPHALT PLANT, the sum of Qrs 7,200(Qrs.Seven Thousand Two Hundred Only) towards my Leave Encashment from 19-Nov-23 to 18-Oct-24

Name

NIR SHAKYA

Signature

Date

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

Date of Initiation: 07/10/2024

Full Name : NIR SHAKYA

Job Title : Head Mechanic

Employee Code : 2993

Department : Maintenance

Business Unit : Asphalt

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

08/10/2024

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

DOJ: 02/02/2006

Total leave taken: 47 days

Passport Expiry:

QID Expiry:

Leave Passage & Dependent Details:

30 days Leave salary upto 10/10/24.
 Sector: Doha - Kathmandu - Doha.
 Economy class air ticket for self

Unit - HR & Admin

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

No of Days:

Signature:

Date: 16/10/24

Fare sheet for the Month of Oct 2024								
GOA	INDIA	1400	1150	300	2350	1950	500	
HYDERABAD	INDIA	1550	1250	310	2550	2100	500	
ISTANBUL	TURKEY	1750	1420	300	2920	2380	490	
JAIPUR	INDIA	1600	1220	320	2100	1650	300	
ISLAMABAD	PAKISTAN	1150	1000	250	1850	1600	550	
KARACHI	PAKISTAN	1150	1000	250	1850	1600	550	
KATHMANDU	NEPAL	2470	1950	280	4200	3200	750	
KANNUR	INDIA	1000	1000	440	2100	2100	500	
KABUL	AFGANISTAN	1550	1230	260	3700	3700	510	
KHARTOUM	SUDAN	2080	1720	380	3450	2750	750	
KUALALUMPUR	MALAYSIA	2950	2300	350	5050	4040	660	
KOLKOTTA	INDIA	1530	1250	310	2520	2100	500	
LAGOS	NIGERIA	2550	2000	460	4450	3600	740	
LUKNOW	INDIA	1350	1140	300	2500	2100	500	
LAHORE	PAKISTAN	1200	980	250	2100	1750	580	
MOGADISHU	SOMALIA	2360	1920	450	3960	3130	690	
MUMBAI	INDIA	1400	1150	350	2400	1820	480	
MANILA	PHILIPPINES	1800	1480	350	3020	2470	560	
MADURAI	INDIA	1400	1150	200	2340	1940	320	
MANGALORE	INDIA	1400	1200	280	2500	2080	480	
MUSCAT	OMAN	1350	1100	260	2450	2080	840	
NAIROBI	KENYA	1850	1480	350	2850	2350	540	
NAGPUR	INDIA	1450	1220	300	2400	1980	480	
PUNE	INDIA	1420	1220	240	2000	1680	320	
PATNA	INDIA	1520	1300	260	2100	1760	340	
PESHWAR	PAKISTAN	1000	880	230	1850	1600	550	
SANAA	YEMEN							
SRINAGAR	INDIA	1550	1300	230	2250	1880	320	
TEHRAN	IRAN	2480	2080	480	3600	2850	710	
TRICHY	INDIA	1300	1080	200	2250	1920	320	
THRIVANTHAPURAM	INDIA	1580	1280	300	2450	2040	500	
TUNIS	TUNISIA	2560	2040	440	4100	3280	720	
VADODARA	INDIA	1500	1220	240	2250	1860	380	
VARANASI	INDIA	1480	1200	230	2230	1820	370	

MR

AP





ALCAT ASPHALT PLANT

Period From: 10-Nov-2023 To: 09-Oct-2024

LEAVE ENCASHMENT	OF Mr.NABIN KAFLE
UPTO	9-Oct-24 0/3612
DEPARTMENT	OPERATION
DESIGNATION	PLANT ADMIN

Basic salary	QR	1,795
HRA	QR	-
Transport Allowance	QR	-
Telephone Allowance	QR	-
Food Allowance	QR	-
Other Allowance	QR	-
Total Package	QR	1,795
Service Duration	16 Years 3 Months 0 Days	
Leave Category	30	
Appointment date	9-Jul-08	
Joining/Rejoining/Encashment date	29-Oct-23	

(***Employee has taken 12 days excess leave and accordingly his rejoining and upto dates are deferred.)

LEAVE ALLOWANCE

From	10-Nov-23	to	9-Oct-24	Qr
$(335 \times 30) / 335 =$				
	30.00	days @ Qr	59.83	1,795

AIR TICKET FULL

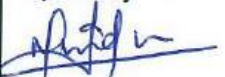
Amount of air fare	Qr
Doha- Kathmandu -Doha Economy Class	
Self	4,200
Full Fare QR. 4200	

NET TOTAL

5,995

(Qrs.Five Thousand Nine Hundred Ninety Five Only)

Prepared by


Mohammed Zayani
Sr. Accounts Officer

Verified by


Zuhair Ahmed
Sr. Executive - HR

Verified by


Mohamed Binas
Manager - Finance

Approved by


Kamaludeen Aboobaker
General Manager

I, Nabin Kafle received with thanks from ALCAT ASPHALT PLANT, the sum of Qrs 5,995(Qrs.Five Thousand Nine Hundred Ninety Five Only) towards my Leave Encashment from 10-Nov-23 to 09-Oct-24

Name **NABIN KAFLE**

Signature

Date

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

Date of Initiation: 12-09-2024

Full Name : Nabin Kafle

Job Title : Plant Admin

Employee Code : 3612

Department : operations

Business Unit : Asphalt

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
12/9/2024
Date**Part 3 (Leave Eligibility – to be filled by HR)**

DOJ : 09/07/2008

Total leave taken : 42 days

Passport Expiry : —

QID Expiry : —

Leave Passage & Dependent Details:

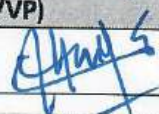
30 days Leave salary up to 09/10/2024.

Sector: - Doha - Kathmandu Doha.

Economy class air ticket for self.


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

No of Days :

Signature : 

Date : 15/09/2024

	Fare sheet for the Month of Oct 2024								
GOA	INDIA		1400	1150	300		2350	1950	500
HYDERABAD	INDIA		1550	1250	310		2550	2100	500
ISTANBUL	TURKEY		1750	1420	300		2920	2380	490
JAIPUR	INDIA		1600	1220	320		2100	1650	300
ISLAMABAD	PAKISTAN		1150	1000	250		1850	1600	550
KARACHI	PAKISTAN		1150	1000	250		1850	1600	550
KATHMANDU	NEPAL		2470	1950	280		4200	3200	750
KANNUR	INDIA		1000	1000	440		2100	2100	500
KABUL	AFGANISTAN		1550	1230	260		3700	3700	510
KHARTOUM	SUDAN		2080	1720	380		3450	2750	750
KUALALUMPUR	MALAYSIA		2950	2300	350		5050	4040	660
KOLKOTTA	INDIA		1530	1250	310		2520	2100	500
LAGOS	NIGERIA		2550	2000	460		4450	3600	740
LUKNOW	INDIA		1350	1140	300		2500	2100	500
LAHORE	PAKISTAN		1200	980	250		2100	1750	580
MOGADISHU	SOMALIA		2360	1920	450		3960	3130	690
MUMBAI	INDIA		1400	1150	350		2400	1820	480
MANILA	PHILIPPINES		1800	1480	350		3020	2470	560
MADURAI	INDIA		1400	1150	200		2340	1940	320
MANGALORE	INDIA		1400	1200	280		2500	2080	480
MUSCAT	OMAN		1350	1100	260		2450	2080	840
NAIROBI	KENYA		1850	1480	350		2850	2350	540
NAGPUR	INDIA		1450	1220	300		2400	1980	480
PUNE	INDIA		1420	1220	240		2000	1680	320
PATNA	INDIA		1520	1300	260		2100	1760	340
PESHWAR	PAKISTAN		1000	880	230		1850	1600	550
SANAA	YEMEN								
SRINAGAR	INDIA		1550	1300	230		2250	1880	320
TEHRAN	IRAN		2480	2080	480		3600	2850	710
TRICHY	INDIA		1300	1080	200		2250	1920	320
THRIVANTHAPURAM	INDIA		1580	1280	300		2450	2040	500
TUNIS	TUNISIA		2560	2040	440		4100	3280	720
VADODARA	INDIA		1500	1220	240		2250	1860	380
VARANASI	INDIA		1480	1200	230		2230	1820	370

MB
MEL

AP

6/11