


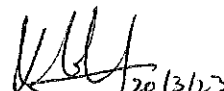
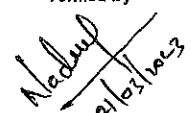
Dandy Company Limited

Period From: 20-Nov-21 To: 20-Oct-22			
LEAVE ENCASHMENT		OF Mr. MOOSAD EL SAYED	
UPTO		20-Oct-22	248
DEPARTMENT		Sales	
DESIGNATION		Receivable Officer	
BANK		CBQ	

Basic salary	QR	3,000
HRA	QR	1,500
Transport Allowance	QR	-
Food Allowance	QR	-
Cost of Living Allowance	QR	-
Other Allowance	QR	-
Total Package	QR	4,500
Service Duration	23 Years 8 Months 29 Days	
Leave Category	30	
Appointment date	21-Jan-99	
Joining/Rejoining/Encashment date	20-Nov-21	

LEAVE ALLOWANCE				<u>Qr</u>
From	20-Nov-21	to	20-Oct-22	
(335 x 30) / 335 =		30.00 days @ Qr	100.00	3,000
HOUSE RENT ALLOWANCE				
From	20-Nov-21	to	20-Oct-22	
	30.00	days @ Qr	50.00	1,500
AIR TICKET FULL				
Amount of air fare				2,600
Doha-Cairo-Doha Economy Class				
Self				
Full Fare QR. 2600				
NET TOTAL				7,100

(Qrs.Seven Thousand One Hundred Only)

Prepared by  Rehman Ali Sr. Executive - Finance	Verified by  Mohammed-Farook Manager - HR	Verified by  Nadeem Mohammed Asst. Manager - Finance
--	--	---

I, received with thanks from DANDY COMPANY LIMITED, the sum of Qrs 7,100(Qrs.Seven Thousand One Hundred Only) towards my Leave Encashment from 20-Nov-21 to 20-Oct-22 vide Cheque No. / Bank transfer.

Name MOOSAD EL SAYED

Signature _____

Date _____

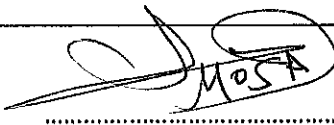

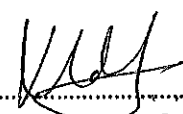

Fare sheet for the Month of Oct 2022

Destination		Economy Class - OW			Economy Class - RT		
		Adult	Child	Infant	Adult	Child	Infant
ABUJA	NIGERIA	2920	2510	280	4900	3980	390
AMRITSAR	INDIA	1550	1200	320	2900	2450	580
AMMAN	JORDAN	1580	1180	300	2720	2200	750
ASMARA	ERITREA	2250	1950	290	3800	3500	480
AHMEDABAD	INDIA	1650	1420	300	2800	2250	520
ALGERIS	ALGERIA	2270	1850	450	3600	2800	700
ALEXANDRIA	EGYPT	1650	1330	320	2900	2350	720
AURANGABAD	INDIA	1550	1300	250	2450	2050	500
ADDIS ABABA	ETHIOPIA	1550	1250	290	2850	2400	560
BANGALORE	INDIA	1450	1120	280	2750	2250	550
BELGAUM	INDIA	1550	1550	360	2650	2650	400
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	3750	2940	520
CAIRO	EGYPT	1380	1150	250	2600	2150	650
COCHIN	INDIA	1450	1120	210	2550	2100	550
CHENNAI	INDIA	1450	1120	210	2650	2200	550
COLOMBO	SRILANKA	1250	1000	300	2550	2120	500
COIMBATORE	INDIA	1350	1350	470	2550	2150	490
CHITTAGONG	BANGLADESH	1450	1160	300	2850	2320	640
DAMASCUS	SYRIA	1680	1300	290	2900	2300	550
DELHI	INDIA	1350	1150	320	2300	1900	490
DHAKA	BANGLADESH	1250	1050	300	2850	2320	640
FAISALABAD	PAKISTAN	1350	1100	210	2550	2100	550
GOA	INDIA	1350	1150	470	2300	1900	490
HYDERABAD	INDIA	1350	1150	470	2650	2200	550
ISTANBUL	TURKEY	1750	1390	310	2800	2220	480



DANDY HUMAN RESOURCES

Leave Requisition Form

Part 1 (To be filled by Employee)		Date of Initiation: 2/3/23	
Full Name : Mosaad Elsayed Md Ali			
Job Title : Receivable officer.		Employee Code : 248	
Department : Sales.		Business Unit : Dandy.	
Leave Type			
Annual []		Encashment <input checked="" type="checkbox"/>	
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		02/03/23 Date	
Part 3 (Leave Eligibility – to be filled by HR)			
DOJ: 21 Jan 99		Total leave taken: —	
Passport Expiry: —		QID Expiry: —	
Leave Passage & Dependent Details: Jaha - Cairo - Jaha for self economy class. from 19/nov/21 to 20/oct/22 for 30 days			
 Unit – HR & Admin			
Part 4 (Final Approval – to be filled by MD/GM)			
No of Days: —	Signature: 	Date: 13 MAR 2023	

Dandy Company Ltd

PO Box: 2239

Doha

Qatar

**Employee Salary Structure Details
for period 1-Jan-2012 to 13-Mar-2023**

Page 1

Name : 0248 Moosad El Sayed (248)

Under : 1 Finance & Admin
(// Primary)

Salary Details

Effective From	Pay Head	Rate	Per	Pay Head Type	Calculation Type	Computed On
1-Aug-2015	01 Basic	3,000.00	Months	Earnings for Employees	On Attendance	
	02 House Rent Allowance	1,500.00	Months	Earnings for Employees	On Attendance	
	03 Telephone Allowance			Earnings for Employees	On Attendance	
	05 Commission			Earnings for Employees	As User Defined Value	
	06 Friday Allowance			Earnings for Employees	As User Defined Value	
	13 Vehicles Radar Fine			Loans and Advances	As User Defined Value	
	11 Unspecified Leave Payments			Earnings for Employees	As User Defined Value	
	22 Bonus Payments			Earnings for Employees	As User Defined Value	
	09 Commission Arriars			Earnings for Employees	As User Defined Value	
	20 Friday Allowance Arriars			Earnings for Employees	As User Defined Value	
	10 Salary Arriars	4,500.00	Months	Earnings for Employees	On Attendance	
	16 Vehicles Accident Expenses			Loans and Advances	As User Defined Value	
	15 Other Deductions			Loans and Advances	As User Defined Value	
	08 Absentism During Previous Month	4,500.00	Months	Deductions from Employees	On Attendance	
	26 Other Overtime			Earnings for Employees	As User Defined Value	
	31 Other Payments			Earnings for Employees	As User Defined Value	
	17 Loan/Advances			Loans and Advances	As User Defined Value	
	04 Other Allowances			Earnings for Employees	On Attendance	
	27 Other Incentives			Earnings for Employees	As User Defined Value	
	35 Current Month Absents	4,500.00	Months	Deductions from Employees	On Attendance	
	36 31Days Last Month Absent	4,500.00	Months	Deductions from Employees	On Attendance	
	37 30 Days Last Month Absent	4,500.00	Months	Deductions from Employees	On Attendance	
	38 Current Month Salary Arrears	4,500.00	Months	Earnings for Employees	On Attendance	
	39 30 Dyas Salary Arrears	4,500.00	Months	Earnings for Employees	On Attendance	
	40 31 Dyas Salary Arrears	4,500.00	Months	Earnings for Employees	On Attendance	
	41 29 Dyas Salary Arrears	4,500.00	Months	Earnings for Employees	On Attendance	
	42 28 Dyas Salary Arrears	4,500.00	Months	Earnings for Employees	On Attendance	
	43 28 Days Last Month Absent	4,500.00	Months	Deductions from Employees	On Attendance	
	44 29 Days Last Month Absent	4,500.00	Months	Deductions from Employees	On Attendance	
	45 Salary Deferral			Deductions from Employees	As User Defined Value	

State Of Qatar
Residency Permit



دولة قطر
رخصة إقامة

ID.No: 26181800369 الرقم الشخصي:
D.O.B.: 21/05/1961 تاريخ الميلاد:
Expiry: 09/04/2023 الصلاحية:

مصري

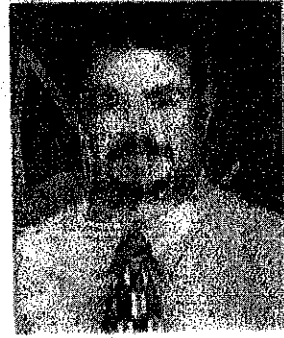
Nationality: EGYPT

Occupation: موظف

الجنسية:

المهنة:

الاسم: مسعد السيد محمود علي



Name: MOSAAD ELSAYED MAHMOUD ALI

Passport Number: A21130728 رقم جواز السفر:
Passport Expiry: 03/10/2024 تاريخ انتهاء الجواز:
Serial No: 32426181800369 الرقم المسلسل:
Residency Type: عمل نوع الرخصة:
Employer: شركه باندي المحدوده المستقدم:

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

توقيع حامل البطاقة
Holder's signature

