

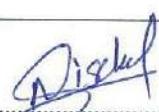
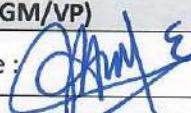


ALCAT ASPHALT PLANT

Period From: 02-Dec-2023 To: 31-Oct-2024																																			
LEAVE ENCAHMENT	OF Mr.NISCHAL TAMANG																																		
UPTO	31-Oct-24	0/4436																																	
DEPARTMENT	OPERATION																																		
DESIGNATION	SECURITY GUARD																																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Basic salary</td> <td>QR</td> <td>1,000</td> </tr> <tr> <td>HRA</td> <td>QR</td> <td>-</td> </tr> <tr> <td>Transport Allowance</td> <td>QR</td> <td>-</td> </tr> <tr> <td>Telephone Allowance</td> <td>QR</td> <td>-</td> </tr> <tr> <td>Food Allowance</td> <td>QR</td> <td>300</td> </tr> <tr> <td>Other Allowance</td> <td>QR</td> <td>-</td> </tr> <tr> <td>Total Package</td> <td>QR</td> <td>1,300</td> </tr> <tr> <td>Service Duration</td> <td colspan="2">7 Years 10 Months 30 Days</td> </tr> <tr> <td>Leave Cateogry</td> <td colspan="2">30</td> </tr> <tr> <td>Appointment date</td> <td colspan="2">1-Dec-16</td> </tr> <tr> <td>Joining/Rejoining/Encashment date</td> <td colspan="2">2-Dec-23</td> </tr> </table>			Basic salary	QR	1,000	HRA	QR	-	Transport Allowance	QR	-	Telephone Allowance	QR	-	Food Allowance	QR	300	Other Allowance	QR	-	Total Package	QR	1,300	Service Duration	7 Years 10 Months 30 Days		Leave Cateogry	30		Appointment date	1-Dec-16		Joining/Rejoining/Encashment date	2-Dec-23	
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		30.00 days																																	
30.00	days @ Qr	33.33																																	
		1,000																																	
AIR TICKET FULL <u>Qr</u>																																			
Amount of air fare																																			
Doha- Kathmandu -Doha	Economy Class																																		
Self	4,200																																		
Full Fare QR. 4200																																			
NET TOTAL <u>5,200</u>																																			
(Qrs.Five Thousand Two Hundred Only)																																			
Prepared by 	Verified by Zuhair Ahmed Sr. Executive - HR	Verified by Mohamed Binas Manager - Finance																																	
Mohammed Zayani Sr. Accounts Officer																																			
Approved by 	Kamaludeen Aboobaker General Manager																																		
I, Nischal Tamang received with thanks from ALCAT ASPHALT PLANT, the sum of Qrs 5,200(Qrs.Five Thousand Two Hundred Only) towards my Leave Encashment from 02-Dec-23 to 31-Oct-24																																			
Name	NISCHAL TAMANG																																		
Signature	<hr/>																																		
Date	<hr/>																																		



Leave Requisition Form

Part 1 (To be filled by Employee)		Date of Initiation: 06/10/2024
Full Name : NISCHAL TAMANG		
Job Title : Security	Employee Code : 4436	
Department : Operations	Business Unit : Asphalt	
Leave Type		
Annual []	Encashment [J]	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 : 01/12/2016	Total leave taken : —	
Passport Expiry : —	QID Expiry : —	
Leave Passage & Dependent Details: 30 days leave salary upto 31/10/2024. 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 : 16/10/24

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

MR
M

MR