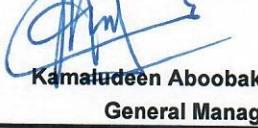
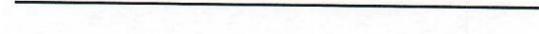


23/20000003

00001242



ALCAT ASPHALT PLANT

Period From: 23-Feb-2022 To: 24-Jan-2023																																				
LEAVE ENCASHMENT		OF Mr.NETRA BAHADUR THAPA																																		
UPTO		24-Jan-23																																		
DEPARTMENT		OPERATION																																		
DESIGNATION		TIME KEEPER																																		
<table border="1"> <tr><td>Basic salary</td><td>QR</td><td>1,970</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>-</td></tr> <tr><td>Other Allowance</td><td>QR</td><td>-</td></tr> <tr><td>Total Package</td><td>QR</td><td>1,970</td></tr> <tr><td>Service Duration</td><td colspan="2">16 Years 10 Months 30 Days</td></tr> <tr><td>Leave Category</td><td colspan="2">30</td></tr> <tr><td>Appointment date</td><td colspan="2">25-Feb-06</td></tr> <tr><td>Joining/Rejoining/Encashment date</td><td colspan="2" rowspan="2">23-Feb-22</td></tr> </table>				Basic salary	QR	1,970	HRA	QR	-	Transport Allowance	QR	-	Telephone Allowance	QR	-	Food Allowance	QR	-	Other Allowance	QR	-	Total Package	QR	1,970	Service Duration	16 Years 10 Months 30 Days		Leave Category	30		Appointment date	25-Feb-06		Joining/Rejoining/Encashment date	23-Feb-22	
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<u>LEAVE ALLOWANCE</u>																																				
From	23-Feb-22	to	24-Jan-23																																	
(335 x 30) / 335 =		30.00	days																																	
30.00	days @ QR	65.67	1,970																																	
<u>AIR TICKET</u>																																				
Amount of air fare			2,000																																	
Doha- Kathmandu -Doha	Economy Class																																			
Self																																				
Full Fare QR. 2000																																				
<u>NET TOTAL</u>																																				
(Qrs.Three Thousand Nine Hundred Seventy Only)			<u>3,970</u>																																	
Prepared by  Mohammed Zayani Sr. Accounts Officer	Verified by  Zuhair Ahmed Sr. Executive - HR	Verified by  Mohamed Binas Manager - Finance	Verified by  Kamaludeen Aboobaker General Manager																																	
I, Netra Bahadur Thapa received with thanks from ALCAT ASPHALT PLANT, the sum of Qrs 3,970(Qrs.Three Thousand Nine Hundred Seventy Only) towards my Leave Encashment from 23-Feb-22 to 24-Jan-23 vide Cheque No 00001242 dated 18-Jan-23																																				
Name	NETRA BAHADUR THAPA																																			
Signature																																				
Date																																				



Leave Requisition Form

Part 1 (To be filled by Employee)

Date of Initiation: 03/01/2023

Full Name :	<i>Neera Bahadur Thapa</i>		
Job Title :	<i>Time Keeper</i>	Employee Code :	<i>2966</i>
Department :	<i>Operations</i>	Business Unit :	<i>Asphalt</i>

Leave Type

Annual [] Encashment [] Leave Without Pay [] Leave With Pay []

Leave Information

Leave From:	Leave up to :	No of Days :	Return to duty date:
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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:

Neera

Signature of Employee

Part 2 (Department Approval – to be filled by Department Head)

 Remarks (if any):
.....
.....
 Signature of Department Head

04/01/2023

Date

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

DOJ : <i>25/02/2006</i>	Total leave taken : —
Passport Expiry : —	QID Expiry : —

Leave Passage & Dependent Details:

*30 days leave salary up to 24/01/2023.
Sectori - Doha - Kathmandu - Doha.
Economy class air ticket for self.*

HBD
04/01/2023
 Unit - HR & Admin

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

No of Days :	Signature : <i>Amrit</i>	Date : <i>08/01/2023</i>
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