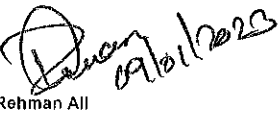




Dandy Company Limited

Period From: 24-Jan-22 To: 05-Jan-23																																				
LEAVE ENCASHMENT		OF Mr. WASIM ANSARI																																		
UPTO		5-Jan-23																																		
DEPARTMENT		Sales																																		
DESIGNATION		Sales Supervisor																																		
BANK		DBQ																																		
2050																																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Basic salary</td> <td>QR</td> <td>4,000</td> </tr> <tr> <td>HRA</td> <td>QR</td> <td>1,500</td> </tr> <tr> <td>Transport Allowance</td> <td>QR</td> <td>-</td> </tr> <tr> <td>Food Allowance</td> <td>QR</td> <td>-</td> </tr> <tr> <td>Cost of Living 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>5,500</td> </tr> <tr> <td>Service Duration</td> <td colspan="2">4 Years 11 Months 12 Days</td> </tr> <tr> <td>Leave Category</td> <td colspan="2">30</td> </tr> <tr> <td>Appointment date</td> <td colspan="2">24-Jan-18</td> </tr> <tr> <td>Joining/Rejoining/Encashment date</td> <td colspan="2">24-Jan-22</td> </tr> </tbody> </table>				Basic salary	QR	4,000	HRA	QR	1,500	Transport Allowance	QR	-	Food Allowance	QR	-	Cost of Living Allowance	QR	-	Other Allowance	QR	-	Total Package	QR	5,500	Service Duration	4 Years 11 Months 12 Days		Leave Category	30		Appointment date	24-Jan-18		Joining/Rejoining/Encashment date	24-Jan-22	
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LEAVE ALLOWANCE																																				
From	24-Jan-22	to	5-Jan-23																																	
(335 x 30) / 335 =		30.00 days																																		
	30.00	days @ Qr	133.33																																	
			4,000 12 Days Delayed																																	
HOUSE RENT ALLOWANCE																																				
From	24-Jan-22	to	5-Jan-23																																	
	30.00	days @ Qr	50.00																																	
			1,500																																	
AIR TICKET FULL																																				
Amount of air fare			2,600																																	
Doha-Lucknow-Doha		Economy Class																																		
Self																																				
Full Fare QR. 2600																																				
NET TOTAL			8,100																																	
(Qrs.Eight Thousand One Hundred Only)																																				
Prepared by		Verified by																																		
 Rehman Ali Sr. Executive - Finance		 Mohammed Fardokh Manager - HR																																		
		Verified by  Nadeem Mohammed Asst. Manager - Finance																																		
I, received with thanks from DANDY COMPANY LIMITED, the sum of Qrs 8,100 (Qrs.Eight Thousand One Hundred Only) towards my Leave Encashment from 24-Jan-22 to 05-Jan-23 vide Cheque No. / Bank transfer.																																				
Name		WASIM ANSARI																																		
Signature		_____																																		
Date		_____																																		

DANDY HUMAN RESOURCES

Leave Requisition Form

Part 1 (To be filled by Employee)		Date of Initiation: 24/12/2022	
Full Name : Wasim Ansari			
Job Title : Sales Supervisor		Employee Code : 2050	
Department : Sales		Business Unit : Dandy	
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: —	

Wasim Ansari
Signature of Employee

Part 2 (Department Approval – to be filled by Department Head)	
Remarks (if any):	
<p><i>[Signature]</i> Signature of Department Head</p> <p>24/12/2022 Date</p>	
Part 3 (Leave Eligibility – to be filled by HR)	
DOJ: 24-Jan-08	Total leave taken: —
Passport Expiry: —	QID Expiry: —
Leave Passage & Dependent Details: Doha to Lucknow to Doha for Self Economy class.	
<p><i>[Signature]</i> Unit – HR & Admin</p>	
Part 4 (Final Approval – to be filled by MD/GM)	
No of Days: —	Signature: <i>[Signature]</i> Date: 28 DEC 2022

1/Confidential/DHRP-LRF/V-1.9

*) leave entitlement differ as mentioned below

1. start – 31/Dec/19

1. Resume – 11/Feb/20

} 11 days

1. start – 26/Dec/21

1. Resume – 3/Nov/21

} 1 day

Dandy Company Ltd
PO Box: 2239
Doha
Qatar

Employee Salary Structure Details
for period 1-Jan-2012 to 31-Dec-2022

Page 1

Name : 2050 Wasim Ansari (2050)

Under : 2 Dairy Sales
(// Primary)

Salary Details

Effective From	Pay Head	Rate	Per	Pay Head Type	Calculation Type	Computed On
24-Jan-2018	01 Basic	4,000.00	Months	Earnings for Employees	On Attendance	
	02 House Rent Allowance	1,500.00	Months	Earnings for Employees	On Attendance	
	05 Commission			Earnings for Employees	As User Defined Value	
	06 Friday Allowance			Earnings for Employees	As User Defined Value	
	08 Absentism During Previous Month	5,500.00	Months	Deductions from Employees	On Attendance	
	09 Commission Arriars			Earnings for Employees	As User Defined Value	
	10 Salary Arriars	5,500.00	Months	Earnings for Employees	On Attendance	
	11 Unspecified Leave Payments			Earnings for Employees	As User Defined Value	
	13 Vehicles Radar Fine			Loans and Advances	As User Defined Value	
	14 Route Cash Shortage			Loans and Advances	As User Defined Value	
	15 Other Deductions			Loans and Advances	As User Defined Value	
	16 Vehicles Accident Expenses			Loans and Advances	As User Defined Value	
	17 Loan/Advances			Loans and Advances	As User Defined Value	
	20 Friday Allowance Arriars			Earnings for Employees	As User Defined Value	
	22 Bonus Payments			Earnings for Employees	As User Defined Value	
	26 Other Overtime			Earnings for Employees	As User Defined Value	
	27 Other Incentives			Earnings for Employees	As User Defined Value	
	31 Other Payments			Earnings for Employees	As User Defined Value	
	35 Current Month Absents	5,500.00	Months	Deductions from Employees	On Attendance	
	36 31Days Last Month Absent	5,500.00	Months	Deductions from Employees	On Attendance	
	37 30 Days Last Month Absent	5,500.00	Months	Deductions from Employees	On Attendance	
	38 Current Month Salary Arrears	5,500.00	Months	Earnings for Employees	On Attendance	
	39 30 Dyas Salary Arrears	5,500.00	Months	Earnings for Employees	On Attendance	
	40 31 Dyas Salary Arrears	5,500.00	Months	Earnings for Employees	On Attendance	
	41 29 Dyas Salary Arrears	5,500.00	Months	Earnings for Employees	On Attendance	
	42 28 Dyas Salary Arrears	5,500.00	Months	Earnings for Employees	On Attendance	
	43 28 Days Last Month Absent	5,500.00	Months	Deductions from Employees	On Attendance	
	44 29 Days Last Month Absent	5,500.00	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: 28435644763 الرقم الشخصي:

D.O.B.: 05/12/1984 تاريخ الميلاد:

Expiry: 20/01/2024 الصلاحية:

الجنسية: الهند

Nationality: INDIA

Occupation: مندوب مبيعات المهنة:

الاسم: وسيم انصاري

Name: WASIM ANSARI

Passport Number:

S9837436

رقم جواز السفر:

Passport Expiry:

19/12/2028

تاريخ انتهاء الجواز:

Serial No:

31028435644763

الرقم التسلسلي:

Residency Type:

عمل

نوع الرخصة:

Employer:

شركة داندي المحدودة

المستقدم:

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

توقيع حامل البطاقة
Holder's signature

