



Al Habbai Contracting L.L.C

LEAVE SALARY APPLICATION



Name		WASEEM DIN AHMAD SHAHZAD	
Designation	SURVEYOR	Card No	11393
Date of Joining	17-12-07		
Basic Salary	:Dhs. 2,400.00	Accommodation Allowance	: Dhs. 1,200.00
Last Vacation allowance date :	31/12/2014		
Vacation Allowance:	Date From :	31/12/2014	
	Date to :	31/12/2016	

Allowance Details:

Vacation allowance Amount	2,400+1,200 X 2 = 7,200.00
Flight Ticket Allowance	: 1,750.00
Total Dhs.	: 8,950.00 DHS

AD Manager

Accountant

Approved by GM
Receival Details:

I the under signed, have received the amount of Dhs. 8950/-

and flight Ticket fare for the period from : 31/12/2014 to: 31/12/2016

12 APR 2017

BY: _____ For vacation allowance

Received by:

Name: WASEEM

Signature:

Date: 27-04-2017

PV # 04-G-0126-2017



Al Habbai Contracting L.L.C

055-

HO-69/R



Changing Profession Category

Employee's Details:

Emp. Name	Waseem Ahmed	Emp. Card No.	1393
Old Profession	Asst. Surveyor	Period as Old Profession	
Proposed New Profession	Surveyor		
Probationary Period for the New Profession		% Evaluation for the Probationary Period	
Working Under	<input checked="" type="checkbox"/> Company	<input type="checkbox"/> Subcontractor (Group.....)	
Remarks	Very good feedback from P. Managers		

Recommended By:

Name/Signature

Date:

Administration Department

Joining Date	18/2/2007	Visa Expiry Date	
Current Contract Profession	Carpenter		
Remarks			

Admin. Manager Sign

Date :

Account Department

Last Increment Date	Feb - 2015	Last Increment Amount	1,000
Current Salary	3,000 + O.T		
Remarks	with max. over time 50% of the salary		

Account. Sign

Date :

Management Approval

Approved New Profession	Surveyor
Date of appointment for the new profession:	Jan - 2016
New Salary:	3,700 + O.T
Remarks	max O.T 50% from the salary on Renewal change Agreement As per Current Salary

Operations Manager

change card NO.

General Manager

Date:

Date:

25/1/16