



AL HABBAI Contracting L.L.C

MEMO

Date: - 22/03/2015

Attention: The General Manager

CC : - Eng. Tarek Saeed

Subject: - Driver Salary Increment/Adjustment

Dear Sir,

With reference to the above mentioned subject and further to our discussion, please find below mentioned our suggestion for new drivers.

Sn	Name	Card.#	Current	Proposal	Remarks
Technomech					
1	Islam Gul	3883	900	2000	Bus Driver
Al Habbai Contracting					
2	Ramzan	2661	900	1500	Pickup
3	Aihtisham	3943	900	1500	Pickup
4	Awal Khan	3899	900	1500	"
5	Raqeeb	9012	1450	1600	"
6	Munsif	2322	900	1600	"

Note: - Please be informed that all new drivers' visa profession should be change after they completed their two years as a driver.

This is for your information and further approval.

Thanks & regards,

Habib Sultan

GM
OK, only changed
recommendation for
#586

Eng / Samir
To review and confirm.
24/03/15






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Al Habbai Contracting L.L.C **LEAVE SALARY APPLICATION**

Name		MUHAMMAD RAMZAN MUHAMMAD AZRAM KIAN	
Designation	PICKUP DRIVER	Card No	102661
Date of Joining	04-03-13		
Basic Salary	:Dhs. 900.00	Accommodation Allowance	: Dhs. 450.00
Last Vacation allowance date	: 04/03/2015		
Vacation Allowance:	Date From	: 04/03/2015	
	Date to	: 04/03/2017	

Allowance Details:	
Vacation allowance Amount	900 + 450 X 2 = 2,700.00
Flight Ticket Allowance	1,750.00
Total Dhs.	4,450.00 DHS
AD Manager	Accountant
 22/03/17	 23/03/2017

Approved by GM
 27-3-17

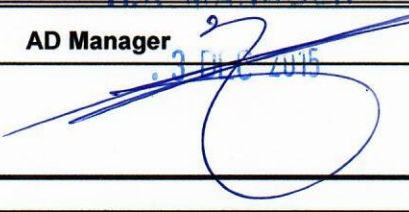
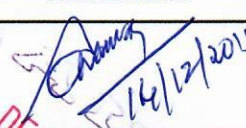
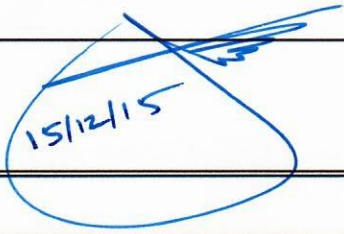

Receival Details:	
I the under signed, have received the amount of Dhs.	For vacation allowance
and flight Ticket fare for the period from :	to:
Received by:	
Name:	M. RAMZAN
Signature:	Date: 2-4-017



Al Habbai Contracting L.L.C
LEAVE SALARY APPLICATION

HO-32



Name MOHAMMAD RAMZAN	
Designation: PICK UP DRIVER	Card No 2661
Date of Joining 04-03-13	
Basic Salary :Dhs. 900.00	Accommodation Allowance : Dhs. 450.00
Last Vacation allowance date : NIL	
Vacation Allowance:	Date From : 04/03/2013
	Date to : 04/03/2015
Allowance Details:	
Vacation allowance Amount	900+450 X 2 = 2,700.00
Flight Ticket Allowance	1,750.00
Total Dhs.	4,450.00
AD Manager  13 DEC 2015	Accountant  14/12/2015 15 DEC 2015
Approved by GM  15/12/15	
Receival Details:	
I the under signed, have received the amount of Dhs. <u>2,450/-</u> For vacation allowance	
and flight Ticket fare for the period from : <u>04/03/2013</u> to: <u>04/03/2015</u>	
Received by:	
Name: <u>M. RAMZAN</u>	
Signature: 	Date: <u>22-12-15</u>