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| **الأسم الأول** | | **First Name** | | **اسم الأوسط** | | **Middle Name** | | | **اسم العائلة** | | **Family Name** |
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| **المسمى الوظيفي** | **Position** | | **الرقم الوظيفي** | | **Employee No.** | | **القسم / الإدارة** | **Division / Dept.** | | **نوع الخصم** | **Type of Deduction** |
|  | | |  | | | |  | | |  | |
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| **أسباب الخصم** | | | | | | | **Deduction Reason's** | | | | |
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| **رقم حساب الموظف** | | | | | **Employee Account No.** | | | | |  | **مركز التكلفة** | **Cost Center** |
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| **الراتب الأساسي** | **Basic Salary** | **إجمالي الراتب** | **Total Package** | **إجمالي الخصم** | **Total Value of Deduction** | **الخصم الشهري** | **Monthly Deduction** |
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| **تاريخ بداية الخصم** | **Start Date of Deduction** |  | **تاريخ نهاية الخصم** | **End Date of Deduction** |
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| **رصيد الخصم السابق** | **Previous Deduction Balance** |  | **نسبة الخصم الشهري** | **Exiting Monthly Deduction** |
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| **نعم أنا الموظف الموقع بأدناه أقر بمعرفتي وموافقتي على إجراء الخصم المذكور بأعلاه وبكامل تفاصيلة وعلى ذلك جرى التوقيع .** | | | I, the undersigned hereby confirm my approval on applying the above mentioned deduction along with ِAll its details, Agreed and Signed. | | | |
| **اسم الموظف** | Employee Name | **التاريخ** | | Date | التوقيع | Signature |
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| **جهزت بواسطة** | **Prepared By** | **موافقة الإدارة المالية** | **Finance Dept. Approval** | **إعتماد إدارة الموارد البشرية والشؤون الإدارية**  **HR/Administration Dept. Approval** |
| **..............................................................................** | |  | |  |