



بنك دخان
DUKHAN BANK

Main Branch

شركات
Corporate

رقم الشيك
Cheque No. 00007857

Date 01/01/2023 التاريخ

Pay to the order of ***SITARAM CHAUDHARY BUDHRAM CHAUDHARY***
or bearer

إدفعوا لأمر
أو لحامله

Amount ***Three Thousand Five Hundred Only***
in words

المبلغ
بالحروف

رق
Q.R

3,500.00

UMMSAID BAKERY

A/C No. 1000-00792-506

Signature التوقيع

Please do not write or stamp in the space below this line

الرجاء عدم الكتابة أو وضع ختم أسفل الخط

⑈00007857⑈01:6340200151⑈00000100000792506⑈

Umm Said Bakery

1444, Meena Street, Doha Port,

Doha - 1444

Qatar

SUNDRY PAYMENT VOUCHER

Voucher Number USBSNP00009-0123 Payment Category: Sundry Payment Finance Book USB_FB

OU Address

1444, Meena Street Doha Port Doha-1444
Qatar

Payment Information

Payee SITARAM CHAUDHARY BUDHRAM CHAUDHARY
Pay date 01/01/2023 Exchange 1.000000 Pay Amount 3,500.00 Payment Method Regular
Pay route Bank Pay Currency QAR Bank/Cash Code BBQ-100000792506 Desc. BBQ-QAR-Current A/C No.100000792506
Payment Release Point USB Charge Parameter Pay Mode Check Medium
Voucher Paid Created By ANSANDEEN Ref.Doc.No
Header LEAVE ENCASHMENT OF MR. SITARAM CHAUDHARY BUDHRAM CHAUDHARY#4498

Instrument

Instrument No. 00007857 Instrument date 01/01/2023 Bank Charges Voiding Document No.
Voiding date Bank Ref. No. Direct Debit Date

Voucher Information

Receiving Bank	Usage Id	Account Code	Dr /	Amount	Account Code Description	Cost Center	Analysis Code	Remarks
		23010400002	Dr	1,000.00	Payable - Leave Salary			MR. SITARAM CHAUDHARY BUDHRAM CHAUDHARY#4498 UP TO 22-03-2022
		23010400003	Dr	2,500.00	Payable - Air Fare			MR. SITARAM CHAUDHARY BUDHRAM CHAUDHARY#4498 UP TO 22-03-2022
				3,500.00				

Authorized Signatory

Amount in Words Qatari Riyal Three Thousand Five Hundred Only

<<<End Of Report>>>

Ummsaid Bakery

(A subsidiary of Zad Holding Company Q.P.S.C.)

كيوبيك
Qbake

مخبز مسعيد

(مملوك لشركة زاد القابضة ش.م.ق.ع.)

Service Period From: 21-04-21 To 22-03-22	
LEAVE ENCASHMENT	USB
UPTO	OF Mr.SITARAM CHAUDHARY BUDHRAM CHAUDHARY
DEPARTMENT	22-Mar-22 103466 - 4498
DESIGNATION	Production
	Labour

Basic salary	QR	1,000
HRA	QR	-
Transport Allowance	QR	-
Telephone Allowance	QR	-
Cost of Living Allowance	QR	-
Food Allowance	QR	300
Other Allowance	QR	-
Total Package	QR	1,300
Service Duration	5 Years 11 Months 1 Days	
Leave Category	30	
Appointment date	21-Apr-16	
Joining/Rejoining/Encashment date	21-Apr-21	
Payment Type	d-Pay Card	

LEAVE ALLOWANCE		From		to		Days		Qr	
		21-Apr-21		22-Mar-22					
(335 x 30) / 335 =		30.00		30.00		days @ Qr	33.33		1,000

HOUSE RENT ALLOWANCE		From		to		Days		Qr	
		21-Apr-21		22-Mar-22					
		30.00				days @ Qr	-		0

AIR TICKET		Amount of air fare		Doha-Kathmandu-Doha		Economy Class		Self		Full Fare QR. 2500	
										2,500	

NET TOTAL		Qr	
		3,500	

(Qrs.Three Thousand Five Hundred Only)

Prepared by	Verified by	Verified by	Verified by	Verified by	Approved by
<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
Anisandeen	Wasim	Anwar Qazi	Mohamed Asthak	Sameer Mohammed	Sameer Bhat
Accountant	Sr. Executive HR	Asst. Manager HR & Admin	Chief Accountant	Sr. Finance Manager	General Manager

I, the undersigned Sitaram Chaudhary Budhrum Chaudhary declare that I have received with thanks from Ummsaid Bakery all my dues relating to salary and leave salary totaling Qr.3,500(Qrs.Three Thousand Five Hundred Only) vide Cheque No.

I further declare that by receiving the total amount stated above, no further amounts of any type or origin remain due from Ummsaid Bakery to myself, successor or legal heirs and my signature below should be considered as a final and comprehensive settlement and discharge which cannot be revoked by me, successor or legal heir for any reason whatsoever.

Name	SITARAM CHAUDHARY BUDHRAM CHAUDHARY
Signature	_____
Date	_____

Leave Requisition Form**Part 1 (To be filled by Employee)**

Date of Initiation: 22/12/22

Full Name : Seetharam Chaudry

Job Title : Operator

Employee Code : 4498

Department : Production

Business Unit : Ummsaid Bakery

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:

27 DEC 2022

RECEIVED

22/12/22

S/Ram ch y

Signature of Employee

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

Remarks (if any):

Signature of Department Head

Date

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

DOJ: 21/04/16

Total leave taken :

Passport Expiry : -

QID Expiry : -

Leave Passage & Dependent Details:

From 21/04/21 To 22/03/22 - 30

Doha - Kathmandu - Doha

Economy Class Air Ticket for self.

Unit – HR & Admin

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

No of Days :

Signature :

Date :