



بنك دخان  
DUKHAN BANK

Main Branch

شركات  
\* Corporate

رقم الشيك  
Cheque No.

00007853

01/01/2023

Date التاريخ

SECURITY PRINTING PRESS

Pay to the order of or bearer \*\*\*MAHENDRA KUMAR CHAMAR HARIJAN\*\*\*

إدفعوا لأمر  
أو لحامله

Amount in words \*\*\*Three Thousand Only\*\*\*

المبلغ  
بالحروف

رق  
Q.R

3,000.00

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

0000785301:634020015:00000100000792506

Umm Said Bakery

1444, Meena Street, Doha Port,  
Doha - 1444  
Qatar

## SUNDRY PAYMENT VOUCHER

Voucher Number USBSNP00005-0123 Payment Category: Sundry Payment Finance Book USB\_FB

### OU Address

1444, Meena Street Doha Port Doha-1444  
Qatar

### Payment Information

Payee MAHENDRA KUMAR CHAMAR HARIJAN  
Pay date 01/01/2023 Exchange 1.000000 Pay Amount 3,000.00 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. MAHENDRA KUMAR CHAMAR HARIJAN#4393

### Instrument

Instrument No. 00007853 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. MAHENDRA KUMAR CHAMAR HARIJAN#4393 UP TO 05-12-2022
		23010400003	Dr	2,000.00	Payable - Air Fare			MR. MAHENDRA KUMAR CHAMAR HARIJAN#4393 UP TO 05-12-2022

3,000.00

Authorized Signatory

Amount in Words Qatari Riyal Three Thousand Only

<<<End Of Report>>>

7. 5 2  
Jan.

**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: 04-01-22 To 05-12-22			
LEAVE ENCASHMENT	USB	OF Mr. MAHENDA KUMAR CHAMAR HARIJAN	
UPTO		5-Dec-22	103336 - 4393
DEPARTMENT		Production	
DESIGNATION		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	-
<b>Total Package</b>	<b>QR</b>	<b>1,300</b>
Service Duration	6 Years 11 Months 1 Days	
Leave Category	30	
Appointment date	4-Jan-16	
Joining/Rejoining/Encashment date	4-Jan-22	
Payment Type	d-Pay Card	

LEAVE ALLOWANCE			
From	4-Jan-22	to	5-Dec-22
( 335 x 30 ) / 335 =	30.00	days @ Qr	33.33
			1,000

HOUSE RENT ALLOWANCE			
From	4-Jan-22	to	5-Dec-22
	30.00	days @ Qr	0



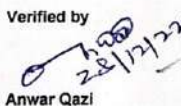
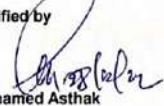


  

AIR TICKET			
Amount of air fare	Doha-Kathmandu-Doha	Economy Class	2,000
Self			
Full Fare QR. 2000			

<b>NET TOTAL</b>	<b>3,000</b>
( Qrs.Three Thousand Only )	

Prepared by	Verified by	Verified by	Verified by	Verified by	Approved by
					
Anwar Qazi Accountant	Wasim Sr. Executive HR	Anwar Qazi Asst. Manager HR & Admin	Mohamed Asthak Chief Accountant	Sameer Mohammed Sr. Finance Manager	Sameer Bhat General Manager

I, the undersigned Mahenda Kumar Chamar Harijan declare that I have received with thanks from Ummsaid Bakery all my dues relating to salary and leave salary totaling Qr.3,000( Qrs.Three Thousand Only ) vide Cheque No. ....

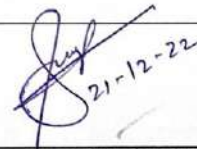

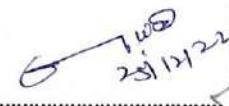
I further declare that by receiving the total amount stated above, no further amounts of any type or origin remain due from Ummsaid Bakery to myself, successor or legal heirs and my signature below should be considered as a final and comprehensive settlement and discharge which cannot be revoked by me,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

Name	MAHENDA KUMAR CHAMAR HARIJAN
Signature	_____
Date	_____



### Leave Requisition Form

<b>Part 1 ( To be filled by Employee )</b>		Date of Initiation:	
Full Name : <u>Mahendra Kumar</u>			
Job Title : <u>Production</u>	Employee Code : <u>4393</u>		
Department : <u>Production</u>	Business Unit : <u>Ummsaid Bakery</u>		
<b>Leave Type</b>			
Annual [ ]    Encashment [ <input checked="" type="checkbox"/> ]    Leave Without Pay [ ]    Leave With Pay [ ]			
<b>Leave Information</b>			
Leave From:	Leave up to :	No of Days :	Return to duty date:
<b>Contact Details while on vacation</b>			
Telephone No. :		Mobile No. :	
Address :		Email ID :	
Backup employee during leave period based on discussion with Dept. Head:		Signature of backup employee:	
 <u>21-12-22</u>		<u>Mahendra</u> Signature of Employee	
<b>Part 2 (Department Approval – to be filled by Department Head )</b>			
Remarks (if any): .....			
 Signature of Department Head		<u>21/12/22</u> Date	
<b>Part 3 ( Leave Eligibility – to be filled by HR)</b>			
DOJ : <u>04/01/16</u>		Total leave taken :	
Passport Expiry : -		QID Expiry : -	
Leave Passage & Dependent Details:			
<u>From 04/01/22 To 05/12/22 -30</u> <u>Doha - Kathmandu - Doha</u> <u>Economy class Air Ticket for self.</u>			
 Unit – HR & Admin			
<b>Part 4 ( Final Approval – to be filled by CEO/GM/VP)</b>			
No of Days :	Signature :	Date : <u>26/12/22</u>	