



بنك دخان
DUKHAN BANK

Main Branch

شركة
Corporate

رقم الشيك
Cheque No. 00007857

Date 01/01/2023

التاريخ

SECURITY PRINTING PRESS

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

إدفعوا لأمر
أو لحامله

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

المبلغ
بالحرروف

ر.س
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

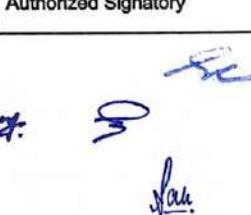
الرجاء عدم الكتابة أو وضع ختم أدسفل الخط

000007857 016340200151 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 | | |
| Pay route | Bank | Pay Currency | QAR | Bank/Cash Code | BBQ-100000792506 | | |
| Payment Release Point | USB | Charge Parameter | | Pay Mode | Check | | |
| Voucher Header | Paid | Created By | ANSANDEEN | Ref.Doc.No | | | |
| LEAVE ENCASHMENT OF MR. SITARAM CHAUDHARY BUDHRAM CHAUDHARY#4498 | | | | | | | |
| Instrument | | | | | | | |
| Instrument No. | 00007857 | Instrument date | 01/01/2023 | Bank Charges | ⁰ Voiding Document No. | | |
| Voiding date | | Bank Ref. No. | | Direct Debit Date | | | |
| Voucher Information | | | | | | | |
| Receiving Bank | Usage Id | Account Code | Dr / | Amount Account Description | Cost Center | Analysis Code | Remarks |
| | | | 23010400002 Dr | 1,000.00 Payable - Leave Salary | | | MR. SITARAM CHAUDHARY BUDHRAM CHAUDHARY#4498 UP T 22-03-2022 |
| | | | 23010400003 Dr | 2,500.00 Payable - Air Fare | | | MR. SITARAM CHAUDHARY BUDHRAM CHAUDHARY#4498 UP T 22-03-2022 |
| | | | | 3,500.00 | | | |
| | | | | | | Authorized Signatory | |
| Amount in Words | Qatari Riyal Three Thousand Five Hundred Only | | | | |  | |
| <<<End Of Report>>> | | | | | | | |

PrintDate: 01/01/2023

Page 1 of 1

Ummsaid Bakery

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

كيوبيك
Qbake

مخبز مسعود

(مملوک لشركة زاد القابضة لش.م.ق.ع)

Service Period From: 21-04-21 To 22-03-22

| | | |
|------------------|------------|---|
| LEAVE ENCASHMENT | USB | OF Mr.SITARAM CHAUDHARY BUDHRAM CHAUDHARY |
| UPTO | 22-Mar-22 | 103466 - 4498 |
| 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 | - |
| 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 | |

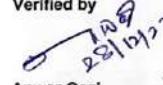
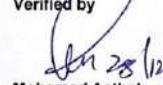
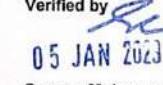
| <u>LEAVE ALLOWANCE</u> | | Qr | | |
|------------------------|-----------|-----------|-----------|-------|
| From | 21-Apr-21 | to | 22-Mar-22 | |
| (335 x 30) / 335 = | 30.00 | days @ Qr | 33.33 | 1,000 |

| <u>HOUSE RENT ALLOWANCE</u> | | Qr | | |
|-----------------------------|-----------|-----------|-----------|---|
| From | 21-Apr-21 | to | 22-Mar-22 | |
| | 30.00 | days @ Qr | - | 0 |

| <u>AIR TICKET</u> | | Qr | | |
|---------------------|---------------|----|--|-------|
| Amount of air fare | | | | |
| Doha-Kathmandu-Doha | Economy Class | | | 2,500 |
| Self | | | | |
| Full Fare QR. 2500 | | | | |

NET TOTAL 3,500

(Qrs.Three Thousand Five Hundred Only)

| Prepared by | Verified by | Verified by | Verified by | Verified by | Approved by |
|---|--|---|---|--|---|
|  Ansadeen Accountant |  Wasim Sr. Executive HR |  Anwar Qazi Asst. Manager HR & Admin |  Mohamed Asthak Chief Accountant |  Sameer Mohammed Sr. Finance Manager |  Saheem Bhat General Manager |
| | | | | 05 JAN 2023 | |

I, the undersigned Sitaram Chaudhary Budhram 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



ZAD HUMAN RESOURCES



شركة زاد الملاية
Zad Holding Company

Leave Requisition Form

| | | |
|--|--|--|
| Part 1 (To be filled by Employee) | | Date of Initiation: <u>22/12/22</u> |
| Full Name : <u>Seetharam chanday</u> | Employee Code : <u>4498</u> | |
| Job Title : <u>Operator</u> | Business Unit : <u>Ummsaid Bakery</u> | |
| Department : Production | | |
| Leave Type | | |
| Annual [<input type="checkbox"/>] | Encashment [<input checked="" type="checkbox"/>] | Leave Without Pay [<input type="checkbox"/>] |
| Leave With Pay [<input type="checkbox"/>] | | |
| 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: | |
|  <u>S. Ram chay</u> Signature of Employee | | |
| Part 2 (Department Approval – to be filled by Department Head) | | |
| Remarks (if any): <u>ever st</u> | | |
| <u>22-12-22</u> | | Date |
| Part 3 (Leave Eligibility – to be filled by HR) | | |
| DOJ : <u>21/04/16</u> | Total leave taken : | |
| Passport Expiry : <u>—</u> | QID Expiry : <u>—</u> | |
| Leave Passage & Dependent Details: <u>From 21/04/21 To 22/03/22 - 30</u> <u>Doha - Kathmandu - Doha</u> <u>Economy Class Air Ticket for self.</u> | | |
| Part 4 (Final Approval – to be filled by CEO/GM/VP) | | |
| No of Days : | Signature : <u>J. M. M</u> | Date : <u>26/12/22</u> |