



بنك دخان
DUKHAN BANK

Main Branch

شركات
Corporate

رقم الشيك
Cheque No.

00007851

Date 01/01/2023 التاريخ

Pay to the order of ***JAFAR MOHAMAD MJAHHIDI***
or bearer

إدفعوا لأمر
أو لحامله

Amount ***One Thousand Four Hundred Fifteen Only***
in words

المبلغ
بالحروف

رق
Q.R

1,415.00

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

⑈00007851⑈016340200151⑈00000100000792506⑈

Umm Said Bakery

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

SUNDRY PAYMENT VOUCHER

Voucher Number USBSNP00003-0123 Payment Category: Sundry Payment Finance Book USB_FB

OU Address

1444, Meena Street Doha Port Doha-1444
Qatar

Payment Information

Payee JAFAR MOHAMAD MJAHI

Pay date 01/01/2023 Exchange 1.000000 Pay Amount 1,415.00 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. JAFAR MOHAMAD MJAHI #4848

Instrument

Instrument No. 00007851 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	350.00	Payable - Leave Salary			MR. JAFAR MOHAMAD MJAHI #4848 UP TO 30-06-2022
		23010400003	Dr	1,065.00	Payable - Air Fare			MR. JAFAR MOHAMAD MJAHI #4848 UP TO 30-06-2022

1,415.00

Authorized Signatory

Amount in Words Qatari Riyal One Thousand Four Hundred and Fifteen 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: 16-11-21 To 30-06-22			
LEAVE ENCASHMENT	USB	OF Mr. JAFAR MOHAMED MJAHIDI	
UPTO		30-Jun-22	103983 - 4848
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 1 Months 15 Days	
Leave Category	21	
Appointment date	15-May-17	
Joining/Rejoining/Encashment date	16-Nov-21	
Payment Type	d-Pay Card	

LEAVE ALLOWANCE			
From	16-Nov-21	to	30-Jun-22
(172 x 21) / 344 =	10.50	days @ Qr	33.33
			350

HOUSE RENT ALLOWANCE			
From	16-Nov-21	to	30-Jun-22
	10.50	days @ Qr	-
			0

AIR TICKET PRORATA BASIS			
Amount of air fare			1,065
Doha-Nairobi-Doha	Economy Class		
Self			
Full Fare QR. 3200			
NET TOTAL			1,415

(Qrs.One Thousand Four Hundred Fifteen Only)

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

I, the undersigned Jafar Mohamed Mjahidi declare that I have received with thanks from Ummsaid Bakery all my dues relating to salary and leave salary totaling Qr.1,415(Qrs.One Thousand Four Hundred Fifteen 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	JAFAR MOHAMED MJAHIDI
Signature	
Date	

ZAD HUMAN RESOURCES



شركة زاد القابضة
Zad Holding Company

Leave Requisition Form

Part 1 (To be filled by Employee)

Date of Initiation: 24/12/22

Full Name : Jafar Mohamed

Job Title : Labour

Employee Code : 4848

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:



Signature of Employee
24/12/22

Signature of Employee

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

Remarks (if any):

Signature of Department Head

Date

25-12-22

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

DOJ: 15/05/17

Total leave taken :

Passport Expiry : -

QID Expiry :

Leave Passage & Dependent Details: * Delayed from last vacation by 54 Days
From 16/11/21 To 30/06/22 - 10.50

Doha - Nairobi - 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 : 16/12/22