



بنك دخان  
DUKHAN BANK

Main Branch

شركات  
Corporate

رقم الشيك  
Cheque No.

00009914

17-Dec-2023

Date التاريخ

Pay to the order of **\*\* MAQSUD ALI SYED AHEMAD SYED \*\***  
or bearer

إدفعوا لأمر  
أو لحامله

Amount **\*\* FIVE THOUSAND FIVE HUNDRED FORTY TWO ONLY \*\***  
in words

المبلغ  
بالحروف

رق  
Q.R

5,542.00

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

⑈00009914⑈01:6340200151⑈00000100000792506⑈



## PAYMENT ADVICE

Ummsaid Bakery Qatar

Al Meena Street

P.O. BOX: 1444 Doha Qatar

Email info@qbake.qa



PAYEE NAME : MAQSUD ALI SYED AHEMAD SYED

107323

MAQSUD ALI SYED AHEMAD SYED

DOHA-Doha

Paym Date: 17.12.2023

Doc.No: 2334044523

Payment Method :

Exch.rate:

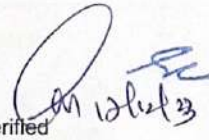
Remarks:


Ref. Doc. No	Posting Date	DC Type	Sup. Doc. No	Sup. Doc. Date	Currency	Doc Amount	Adjustment	Pay. Amount
2333002628	17.12.2023	KR	00009914	17.12.2023	QAR	5,542.00		5,542.
Total						5,542.00	0.00	5,542.

Bank Name	AC No.	Cheque No	Cheque Date	Currency	Amount	Remarks
DUKHAN BANK	100000792506	00009914	Dec 17, 2023	QAR	5,542.00	

Amount in Words : Qatari Riyal Five Thousand Five Hundred Forty-Two Only

  
Created

  
Verified

  
Authorised

### Receiver's Details

Kindly Acknowledge the receipts

Name :

Signature :

### Payment Request Approvals

Pay. Req. Ref	PR Date	Creator	Level 1	Level 2	Level 3	Level 4	Level 5



Service Period From: 29-01-23 To 03-01-24																																								
107323 - 7145	LEAVE SETTLEMENT OF Mr. <b>USB</b> <b>MAQSUD ALI SYED AHEMAD SYED</b>																																							
TO BE RECEIVED ON	3-Jan-24																																							
DEPARTMENT	Production																																							
DESIGNATION	Production Supervisor																																							
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Basic Salary</td> <td style="width: 10%;">QR</td> <td style="width: 30%; text-align: right;">2,500</td> </tr> <tr> <td>HRA</td> <td>QR</td> <td style="text-align: right;">-</td> </tr> <tr> <td>Transport Allowance</td> <td>QR</td> <td style="text-align: right;">-</td> </tr> <tr> <td>Telephone Allowance</td> <td>QR</td> <td style="text-align: right;">-</td> </tr> <tr> <td>Cost of Living Allowance</td> <td>QR</td> <td style="text-align: right;">-</td> </tr> <tr> <td>Food Allowance</td> <td>QR</td> <td style="text-align: right;">-</td> </tr> <tr> <td>Other Allowance</td> <td>QR</td> <td style="text-align: right;">-</td> </tr> <tr> <td><b>Total Package</b></td> <td><b>QR</b></td> <td style="text-align: right;"><b>2,500</b></td> </tr> <tr> <td>Service Duration</td> <td colspan="2" style="text-align: right;">0 Years 11 Months 1 Days</td> </tr> <tr> <td>Leave Category</td> <td colspan="2" style="text-align: right;">30</td> </tr> <tr> <td>Appointment date</td> <td colspan="2" style="text-align: right;">29-Jan-23</td> </tr> <tr> <td>Joining/Rejoining/Encashment date</td> <td colspan="2" style="text-align: right;">29-Jan-23</td> </tr> <tr> <td>Payment Type</td> <td colspan="2" style="text-align: right;">d-Pay Card</td> </tr> </table>		Basic Salary	QR	2,500	HRA	QR	-	Transport Allowance	QR	-	Telephone Allowance	QR	-	Cost of Living Allowance	QR	-	Food Allowance	QR	-	Other Allowance	QR	-	<b>Total Package</b>	<b>QR</b>	<b>2,500</b>	Service Duration	0 Years 11 Months 1 Days		Leave Category	30		Appointment date	29-Jan-23		Joining/Rejoining/Encashment date	29-Jan-23		Payment Type	d-Pay Card	
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	3 days @ Qr 80.65																																							
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<p>I, the undersigned Maqsaad Ali Syed Ahemad Syed declare that I have received with thanks from Ummsaid Bakery all my dues relating to salary and leave salary totaling Qr.5,542( Qrs.Five Thousand Five Hundred Forty Two Only ) vide Cheque No. ....</p> <p>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.</p>																																								
Name <b>MAQSUD ALI SYED AHEMAD SYED</b>																																								
Signature _____																																								
Date _____																																								





شركة زاد القابضة  
Zad Holding Company

### Leave Requisition Form

#### Part 1 (To be filled by Employee)

Date of Initiation: 02/12/2023

Full Name : Syed Magsud Ahemad ALI /  
Job Title : Supervisor Employee Code : 7145  
Department : Aerobic Business Unit : UmMasaid

#### Leave Type

Annual [✓] Encashment [ ] Leave Without Pay [ ] Leave With Pay [ ]

#### Leave Information

Leave From: 04/01/24 Leave up to: 17/02/24 No of Days 45 Return to duty date: 18/02/24

#### Contact Details while on vacation

Telephone No : Mobile No : 8830211572

Address : Ambejowari, Beech

Email ID :

Backup employee during leave period based on discussion with Dept. Head.

Signature of backup employee:

1002 = Panengaden Wilson

10 DEC 2023  
RECEIVED

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)

DOI : 29/1/23

Total leave taken : No Vacation Since DOJ.

Passport Expiry : 31/5/32

QID Expiry : 20/1/24 - To be renewed.

Leave Passage & Dependent Details:

From 29/1/23 To 30/12/23 - 30 days

Doha - Mumbai - Doha

Economy Class Air Ticket for self.

Unit - HR & Admin

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

No of Days : 45

Signature :

Date : 10/12/23



**State Of Qatar**  
**Residency Permit**



**دولة قطر**  
**رخصة إقامة**

**ID.No:** 29835623778

الرقم الشخصي:

**D.O.B.:** 08/01/1998

تاريخ الميلاد:

**Expiry:** 28/01/2024

الصلاحية:

الهند

الجنسية:

**Nationality:** INDIA

**Occupation:** مندوب مبيعات

المهنة:

الاسم: مقصود علي سيد احمد سيد



**Name: MAQSUD ALI SYED AHEMAD SYED**