



بنك دخان
DUKHAN BANK

Main Branch

شركات
*Corporate

رقم الشيك
Cheque No. 00001127

Date 04.01.2023 التاريخ

Pay to the order of **** HASMAT ALI MIYA ****
or bearer

إدفعوا لأمر
أو لحامله

Amount **** TWO THOUSAND NINE HUNDRED TWO ONLY ****
in words

المبلغ
بالحروف

رق
Q.R

2,902.00

UNITED BAKERIES
A/C No. 1000-01798-347

Signature التوقيع

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

الرجاء عدم الكتابة أو وضع ختم أسفل الخط

⑈0000 1 1 2 7⑈0⑈6 3 4 0 2 0 0 1 5⑈⑈00000 10000 1 7 9 8 3 4 7⑈

Doc. Type : SA (G/L Account Document) Normal document			
Doc. Number	2360000003	Company Code	5202
Doc. Date	04.01.2023	Posting Date	04.01.2023
Calculate Tax	<input checked="" type="checkbox"/>	Fiscal Year	2023
Doc. Currency	QAR	Period	01
Doc. Hdr Text	HASMAT ALI MIYA		

Item	PK	Account	Account Short Text	Assignment	FX	Amount	Text
1	50	100145	BQ-P-CAL00001798347	236000000032023		2,902.00-	
2	40	207001	Pay-Leave Salary	236000000032023		1,052.00-	MR. HASMAT ALI#5426 UP TO 29-11-2022
3	40	207002	Pay-Air Fare	236000000032023		1,850.00	MR. HASMAT ALI#5426 UP TO 29-11-2022

7. 50

ifan

for

المتحدة للمخابز

UNITED BAKERIES

Service Period From: 30-06-21 To 29-11-22			
LEAVE ENCASHMENT		UNB	
UPTO		OF Mr.HASMAT ALI MIYA	
DEPARTMENT		29-Nov-22 104760 - 5426	
DESIGNATION		Production	
		Labour	

Basic salary	QR	1,000
HRA	QR	-
Transport Allowance	QR	-
Telephone Allowance	QR	-
Cost of Living Allowance	QR	-
Food Allowance	QR	-
Other Allowance	QR	300
Total Package	QR	1,300
Service Duration	2 Years 10 Months 25 Days	
Leave Category	21	
Appointment date	4-Jan-20	
Joining/Rejoining/Encashment date	30-Jun-21	
Payment Type	d-Pay Card	

LEAVE ALLOWANCE			
From	30-Jun-21	to	29-Nov-22
(517 x 21) / 344 =		31.56 days	
	31.56	days @ Qr	33.33
			1,052

HOUSE RENT ALLOWANCE			
From	30-Jun-21	to	29-Nov-22
	31.56	days @ Qr	-
			0

AIR TICKET			
Amount of air fare			
Doha-Kathmandu-Doha	Economy Class		1,850
Self			
Full Fare QR. 1850			

NET TOTAL		2,902
(Qrs.Two Thousand Nine Hundred Two Only)		

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

I, the undersigned Hasmat Ali Miya declare that I have received with thanks from Ummsaid Bakery all my dues relating to salary and leave salary totaling Qr.2,902(Qrs.Two Thousand Nine Hundred Two 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	HASMAT ALI MIYA
Signature	_____
Date	_____

ZAD HUMAN RESOURCES



شركة زاد القابضة
Zad Holding Company

Leave Requisition Form

Part 1 (To be filled by Employee)

Date of Initiation: 10/12/22

Full Name : Hasmat Ali

Job Title : Labour

Employee Code : 5426

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:



10/12/22

HASMAT
Signature of Employee

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

Remarks (if any):

Signature of Department Head

10-12-22
Date

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

DOJ: 01/02/18

Total leave taken :

Passport Expiry :-

QID Expiry :-

Leave Passage & Dependent Details:

From 30/06/21 To 29/11/22 - 31.56

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: 11.12.22