



بنك دخان  
DUKHAN BANK

Main Branch

شركات  
Corporate

رقم الشيك  
Cheque No.  
00007853

01/01/2023

التاريخ

Date

SECURITY PRINTING PRESS  
Pay to the order of **\*\*\*MAHENDRA KUMAR CHAMAR HARIJAN\*\*\*** \_\_\_\_\_  
or bearer \_\_\_\_\_ إدفعوا لأمر  
أو لحامله

Amount **\*\*\*Three Thousand Only\*\*\*** \_\_\_\_\_ المبلغ  
in words \_\_\_\_\_ بالدررورف **3,000.00** **Q.R** \_\_\_\_\_

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

0000 7853 0634 0200 150 00000 100000 792506

**Umm Said Bakery**

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

**SUNDAY PAYMENT VOUCHER**

Voucher Number	USBSNP00005-0123	Payment Category:	Sundry Payment	Finance Book	USB_FB
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**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	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>>>

*[Handwritten signatures]*

Ummsaid Bakery

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

كوبك  
Qbake

مخبز مسعود

(مملوک 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	QR
( 335 x 30 ) / 335 =		30.00 days	33.33	1,000
	30.00	days @ QR		

HOUSE RENT ALLOWANCE

From	4-Jan-22	to	5-Dec-22	
	30.00	days @ QR		0

AIR TICKET

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

NET TOTAL

( Qrs.Three Thousand Only )

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

I, the undersigned Mahenda Kumar Chamal 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.

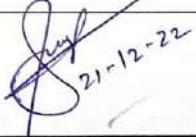
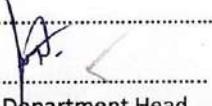
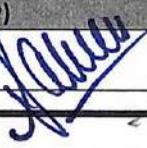
Name MAHENDA KUMAR CHAMAR HARIJAN

Signature

Date



### Leave Requisition Form

<b>Part 1 (To be filled by Employee)</b>		Date of Initiation:
Full Name :	Mahendra Kumar	
Job Title : Production	Employee Code :	4393
Department : Production	Business Unit :	Ummsaid Bakery
<b>Leave Type</b>		
Annual [ ]	Encashment [✓]	Leave Without Pay [ ]
Leave With Pay [ ]		
<b>Leave Information</b>		
Leave From:	Leave up to :	No of Days :
<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:	
 <span style="float: right;">.....Mahendra.....</span> <span style="float: right;">Signature of Employee</span>		
<b>Part 2 (Department Approval – to be filled by Department Head)</b>		
Remarks (if any):    <span style="float: right;">.....21/12/22.....</span> <span style="float: right;">Date</span>		
<b>Part 3 (Leave Eligibility – to be filled by HR)</b>		
DOJ : 04/01/16	Total leave taken :	
Passport Expiry : —	QID Expiry : —	
<b>Leave Passage &amp; Dependent Details:</b> <span style="float: left;">From 04/01/22 To 05/12/22 - 30</span> <span style="float: right;">.....23/12/22.....</span> <span style="float: right;">Unit – HR &amp; Admin</span>		
<b>Part 4 (Final Approval – to be filled by CEO/GM/XP)</b>		
No of Days :	Signature :	Date :   <span style="float: right;">.....16/12/22.....</span>