



بنك دخان
DUKHAN BANK

SECURITY PRINTING PRESS

Main Branch

شركات
Corporate

رقم الشيك
Cheque No. 00007858

Date 01/01/2023

التاريخ

Pay to the order of ***PRAKASH TAMANG***
or bearer

إدفعوا لأمر
أو لحامله

Amount ***Three Thousand Only***
in words

المبلغ
بالحرروف

ر.ق.
Q.R

3,000.00

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

0000 7858 06340200150 00000100000792506

Umm Said Bakery

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

SUNDAY PAYMENT VOUCHER

Voucher Number	USBSNP00010-0123	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	PRAKASH TAMANG				
Pay date	01/01/2023	Exchange	1.000000	Pay Amount	3,000.00
Pay route	Bank	Pay Currency	QAR	Bank/Cash Code	BBQ-100000792506
Payment Release Point	USB	Charge Parameter		Pay Mode	Check
Voucher	Paid	Created By	ANSANDEEN	Ref.Doc.No	Medium
Header	LEAVE ENCASHMENT OF MR. PRAKASH TAMANG#4397				
Instrument					
Instrument No.	00007858	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 Code Description	Cost Center	Analysis Code	Remarks
		23010400002	Dr	1,000.00	Payable - Leave Salary			MR. PRAKASH TAMANG#4397 UP TO 10-12-2022
		23010400003	Dr	2,000.00	Payable - Air Fare			MR. PRAKASH TAMANG#4397 UP TO 10-12-2022
				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.)

كيوبيك Qbake

مخبر مسعود

(مملوك لشركة زاد القابضة ش.م.ق.ع.)

Service Period From: 09-01-22 To 10-12-22

LEAVE ENCASHMENT	USB	OF Mr.PRAKASH TAMANG
UPTO	10-Dec-22	103343 - 4397
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	6 Years 11 Months 1 Days	
Leave Category	30	
Appointment date	9-Jan-16	
Joining/Rejoining/Encashment date	9-Jan-22	
Payment Type	d-Pay Card	

LEAVE ALLOWANCE	Qr
From 9-Jan-22	to 10-Dec-22
(335 x 30) / 335 = 30.00	days @ QR 30.00 days
	33.33
	1,000
HOUSE RENT ALLOWANCE	Qr
From 9-Jan-22	to 10-Dec-22
30.00	days @ QR
	0
AIR TICKET	Qr
Amount of air fare Doha-Kathmandu-Doha Self Full Fare QR. 2000	2,000
NET TOTAL	Qr 3,000

(Qrs.Three Thousand Only)

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

I, the undersigned Prakash Tamang 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	PRAKASH TAMANG
Signature
Date

Leave Requisition Form

Part 1 (To be filled by Employee)		Date of Initiation: <i>15/12/22</i>
Full Name : <i>Parakash Tamang.</i>		
Job Title : <i>Labour</i>	Employee Code : <i>4397</i>	
Department : <i>Production</i>	Business Unit : <i>Ummsaid Bakery</i>	
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. : <i>31347175</i>	Mobile No. : <i>31347175</i>	
Address :	Email ID :	
Backup employee during leave period based on discussion with Dept. Head: <i>Parakash Tamang</i> <i>15/12/22</i>	Signature of backup employee: 	
Part 2 (Department Approval – to be filled by Department Head)		
Remarks (if any): <i>P.</i>		
Signature of Department Head	Date: <i>15/12/22</i>	
Part 3 (Leave Eligibility – to be filled by HR)		
DOJ: <i>09/01/16</i>	Total leave taken :	
Passport Expiry: —	QID Expiry: —	
Leave Passage & Dependent Details: <i>From 09/01/22 To 10/12/22 -30</i> <i>Doha - Kathmandu - Doha</i> <i>Economy class Air Ticket for SoY.</i>		
Unit – HR & Admin <i>21/12/22</i>		
Part 4 (Final Approval – to be filled by CEO/GM/VP)		
No of Days :	Signature : <i>Naksh</i>	Date : <i>21/12/22</i>