



بنك دخان
DUKHAN BANK

Main Branch

شركات
Corporate

رقم الشيك
Cheque No.

00007862

01/01/2023

Date التاريخ

Pay to the order of ***JABIR SHEKH SHEKH HARUL***
or bearer

إدفعوا لأمر
أو لحامله

Amount ***Three Thousand Fifty Two Only***
in words

المبلغ
بالحروف

رق
Q.R

3,052.00

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

⑈00007862⑈01634020015⑈00000100000792506⑈

Umm Said Bakery

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

SUNDRY PAYMENT VOUCHER

Voucher Number USBSNP00014-0123 Payment Category: Sundry Payment Finance Book USB_FB

OU Address

1444, Meena Street Doha Port Doha-1444
Qatar

Payment Information

Payee JABIR SHEKH SHEKH HARUL

Pay date 01/01/2023 Exchange 1.000000 Pay Amount 3,052.00 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. JABIR SHEKH SHEKH HARUL#5995

Instrument

Instrument No. 00007862 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	1,052.00	Payable - Leave Salary			MR. JABIR SHEKH SHEKH HARUL#5995 UP TO 17-12-2022
		23010400003	Dr	2,000.00	Payable - Air Fare			MR. JABIR SHEKH SHEKH HARUL#5995 UP TO 17-12-2022

3,052.00

Authorized Signatory

Amount in Words Qatari Riyal Three Thousand and Fifty-Two 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: 18-07-21 To 17-12-22	
LEAVE ENCASHMENT	USB
UPTO	OF Mr.JABIR SHEKH SHEKH HARUL
DEPARTMENT	17-Dec-22 105696 - 5995
DESIGNATION	Production
	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	3 Years 4 Months 9 Days	
Leave Category	21	
Appointment date	8-Aug-19	
Joining/Rejoining/Encashment date	18-Jul-21	
Payment Type	d-Pay Card	


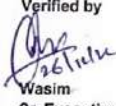
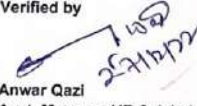
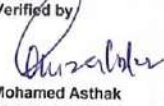


LEAVE ALLOWANCE	
From	18-Jul-21 to 17-Dec-22
(517 x 21) / 344 =	31.56 days @ Qr 33.33
	1,052

HOUSE RENT ALLOWANCE	
From	18-Jul-21 to 17-Dec-22
	31.56 days @ Qr -
	0

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

NET TOTAL	
	3,052

(Qrs.Three Thousand Fifty Two Only)

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

I, the undersigned Jabir Shekh Shekh Harul declare that I have received with thanks from Ummsaid Bakery all my dues relating to salary and leave salary totaling Qr.3,052(Qrs.Three Thousand Fifty 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	JABIR SHEKH SHEKH HARUL
Signature	
Date	

Leave Requisition Form

Part 1 (To be filled by Employee)

Date of Initiation: 15/12/22

Full Name : Tabia shekh shekh Hani

Job Title : Laboub

Employee Code : 5995

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. : 74 79 82 36

Address :

Email ID :

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

Signature of backup employee:





Signature of Employee

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

Remarks (if any):


Signature of Department Head

Date: 15/12/22

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

DOJ: 08/08/19

Total leave taken :

Passport Expiry : -

QID Expiry : -

Leave Passage & Dependent Details:

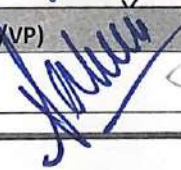
From 18/02/21 To 17/12/22 - 3.56

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 : 21/12/22

State Of Qatar
Residency Permit



دولة قطر
رخصة إقامة

ID.No: 29652436383 الرقم الشخصي:
D.O.B.: 13/11/1996 تاريخ الميلاد:
Expiry: 07/08/2022 الصلاحية:
Nationality: NEPAL الجنسية:
Occupation: عامل المهنة:



الاسم: جابر شيخ

Name: JABIR SHEKH SHEKH HARUL

Passport Number: 11061597 رقم جواز السفر:
Passport Expiry: 22/08/2028 تاريخ انتهاء الجواز:
Serial No: 30229652436383 الرقم المسلسل:
Residency Type: عمل نوع الرخصة:
Employer: شركة مطاحن النقيق القطرية المستخدم:

مدير عام الإدارة العامة للجوازات
General Director of the General
Directorate of Passports

توقيع حامل البطاقة
Holder's signature

