

**Umm Said Bakery**

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

**SUNDRY PAYMENT VOUCHER**

Voucher Number	USBSNP00109-0722	Payment Category:	Sundry Payment	Finance Book	USB_FB
<b>OU Address</b>					
1444, Meena Street Doha Port Doha-1444 Qatar					
<b>Payment Information</b>					
Payee	NEMODIN MIYA				
Pay date	25/07/2022	Exchange	1.000000	Pay Amount	3,584.00
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	
Header	LEAVE SETTLEMENT OF MR. NEMODIN MIYA#3797				
Instrument					
Instrument No.	00007456	Instrument date	25/07/2022	Bank Charges	0 Voiding Document No.
Voiding date	Bank Ref. No.				
Direct Debit Date					
<b>Voucher Information</b>					
Receiving Bank	Usage Id	Account Code	Dr /	Amount	Account Code Description
				1,000.00	Payable - Leave Salary
				2,500.00	Payable - Air Fare
				65.00	DC - Basic Salary
				19.00	DC - Food Allowance
					PROD
					ARBBK
					MR. NEMODIN MIYA#3797 UP TO 08-02-2022
					MR. NEMODIN MIYA#3797 UP TO 08-02-2022
					MR. NEMODIN MIYA#3797 UP TO 02-08-2022
					MR. NEMODIN MIYA#3797 UP TO 02-08-2022
<hr/> 3,584.00					
/					
Authorized Signatory					
Amount in Words	Qatari Riyal Three Thousand Five Hundred and Eighty-Four Only				
<<<End Of Report>>>					

# Ummsaid Bakery

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

كوبك  
Qbake

# مخبز مسعود

(مملوك لشركة زاد القابضة ش.م.ق.ع.)

Service Period From: 08-03-14 To 02-08-22

NEMODIN MIYA

102160 - 3797 LEAVE SETTLEMENT OF Mr.

TO BE RECEIVED ON	2-Aug-22	Basic Salary	QR	1,000
DEPARTMENT	Production	HRA	QR	-
DESIGNATION	Labour	Transport Allowance	QR	-
		Telephone Allowance	QR	-
		Cost of Living Allowance	QR	-
		Food Allowance	QR	300
		Other Allowance	QR	-
		<b>Total Package</b>	QR	1,300
		Service Duration	7 Years 11 Months 0 Days	
		Leave Category	30	
		Appointment date	8-Mar-14	
		Joining/Rejoining/Encashment date	10-Mar-21	
		Payment Type	d-Pay Card	

## SALARY

<u>BASIC SALARY</u>				
From	1-Aug-22	to	2-Aug-22	
	2	days @ QR	32.26	65
<u>FOOD ALLOWANCE</u>				
From	1-Aug-22	to	2-Aug-22	
	2.00	days @ QR	9.68	19

## LEAVE SALARY FOR 2021-2022

<u>BASIC SALARY</u>				
From	10-Mar-21	to	8-Feb-22	
( 335 x 30 ) / 335 =	30.00	30.00 days	33.33	1,000
		days @ QR		
<u>AIR TICKET</u>				
Amount of air fare				
Doha-Kathmandu-Doha		Economy Class		
SELF				2,500
Full Fare QR. 2500				

## NET TOTAL

3,584

( Qrs.Three Thousand Five Hundred Eighty Four Only )

Prepared by	Verified by	Verified by	Verified by	Verified by	Approved by
Ansandeen 10/7/22 Accountant	Wasim 10/7/22 Sr. Executive HR	Anwar Qazi 10/7/22 Asst. Manager HR & Admin	Musa Ibrahim 10/7/22 Asst. Manager Finance	Sameer Mohammed 28/7/22 Sr. Finance Manager	Jahid Bhat General Manager

I, the undersigned Nemodin Miya declare that I have received with thanks from Ummsaid Bakery all my dues relating to salary and leave salary totaling Qr.3,584 ( Qrs.Three Thousand Five Hundred Eighty Four 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	NEMODIN MIYA
Signature	.....
Date	.....

State Of Qatar  
Residency Permit



دولة قطر  
رخصة إقامة

ID.No: 29552403936      الرقم الشخصي:  
D.O.B.: 27/09/1995      تاريخ الميلاد:  
Expiry: 04/03/2023      الصلاحية:  
Nationality: NEPAL      الجنسية:  
Occupation: عامل      المهنة:  
Name: NEMODIN MIYA      الاسم: نيمودين ميا



Passport Number: 06733635      رقم جواز السفر:  
Passport Expiry: 28/09/2023      تاريخ انتهاء الجواز:  
Serial No: 30829552403936      السرقة المسلسل:  
Residency Type: عمل      نوع الرخصة:  
Employer: شركة زاد القابضة ( ث.م.ق )      المستقدم:

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

توقيع حامل البطاقة  
Holder's signature



### Leave Requisition Form

<b>Part 1 (To be filled by Employee)</b>		Date of Initiation:
Full Name : <i>Alemodin miya</i>	Employee Code : <i>37971</i>	
Job Title : <i>Helper</i>	Business Unit :	
<b>Leave Type</b>		
<input checked="" type="checkbox"/> Annual <input type="checkbox"/> Encashment <input type="checkbox"/> Leave Without Pay <input type="checkbox"/> Leave With Pay		
<b>Leave Information</b>		
Leave From: <i>03/08/22</i> Leave up to: <i>17/09/22</i> No of Days: <i>45</i> Return to duty date: <i>18/09/22</i>		
<b>Contact Details while on vacation</b>		
Telephone No. :	Mobile No.: <i>+977 9861484906</i>	
Address :	Email ID :	
Backup employee during leave period based on discussion with Dept. Head:  <i>Sujan kumar (4800)</i>	Signature of backup employee:  <i>Qbake Accounts Dept</i>	
 <i>18 JUL 2022</i> <i>RECEIVED</i>		
 <i>18/07/22</i> <b>Signature of Employee</b>		
<b>Part 2 (Department Approval – to be filled by Department Head)</b>		
Remarks (if any):  <i>V.R.Hilla</i>		
Signature of Department Head		Date <i>13/07/22</i>
<b>Part 3 (Leave Eligibility – to be filled by HR)</b>		
DOJ: <i>8/3/14</i>	Total leave taken:	
Passport Expiry: <i>28/9/23</i>	QID Expiry: <i>4/3/23</i>	
Leave Passage & Dependent Details:  <i>from 10/3/21 to 8/2/22 Doha - Kathmandu - Doha economy class air ticket for self</i>		
<i>10/3/21 to 8/2/22</i> <i>Unit – HR &amp; Admin</i>		
<b>Part 4 (Final Approval – to be filled by CEO/CM/VP)</b>		
No of Days: <i>45</i>	Signature: <i>Shakila</i>	Date <i>17/7/22</i>