



بنك دخان
DUKHAN BANK

Main Branch

شركات
*Corporate

رقم الشيك
Cheque No.

00001127

Date

04.01.2023

التاريخ

SECURITY PRINTING PRESS

Pay to the order of ** HASMAT ALI MIYA ** إدفعوا لأمر
or bearer أو لحامله

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

J.C.
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

00001127#01634020015#00000100001798347#

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

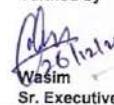
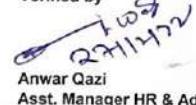
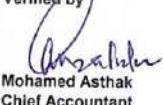
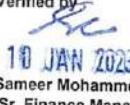
Line	PK	Account	Income Short Text	Assignment	Tx	Amount	Text
1	50	109145	BBQ-P-CA100001798347	23600000032023		2,902.00-	
2	40	207001	Pay-Leave Salary	23600000032023		1,052.00	MR. HASMAT ALI#5426 UP TO 29-11-2022
3	40	207002	Pay-Air Fare	23600000032023		1,850.00	MR. HASMAT ALI#5426 UP TO 29-11-2022

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المتحدة للمخابز

UNITED BAKERIES

Service Period From: 30-06-21 To 29-11-22																																										
LEAVE ENCASHMENT	UNB	OF Mr.HASMAT ALI MIYA																																								
UPTO		29-Nov-22	104760 - 5426																																							
DEPARTMENT		Production																																								
DESIGNATION		Labour																																								
<table border="1"> <tr><td>Basic salary</td><td>QR</td><td>1,000</td></tr> <tr><td>HRA</td><td>QR</td><td>-</td></tr> <tr><td>Transport Allowance</td><td>QR</td><td>-</td></tr> <tr><td>Telephone Allowance</td><td>QR</td><td>-</td></tr> <tr><td>Cost of Living Allowance</td><td>QR</td><td>-</td></tr> <tr><td>Food Allowance</td><td>QR</td><td>-</td></tr> <tr><td>Other Allowance</td><td>QR</td><td>300</td></tr> <tr><td>Total Package</td><td>QR</td><td>1,300</td></tr> <tr><td>Service Duration</td><td colspan="2">2 Years 10 Months 25 Days</td></tr> <tr><td>Leave Category</td><td colspan="2">21</td></tr> <tr><td>Appointment date</td><td colspan="2">4-Jan-20</td></tr> <tr><td>Joining/Rejoining/Encashment date</td><td colspan="2">30-Jun-21</td></tr> <tr><td>Payment Type</td><td colspan="2">d-Pay Card</td></tr> </table>				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	
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LEAVE ALLOWANCE																																										
From (517 x 21) / 344 =	30-Jun-21 31.56	to days @ QR	29-Nov-22 33.33																																							
			1,052																																							
HOUSE RENT ALLOWANCE																																										
From	30-Jun-21 31.56	to days @ QR	29-Nov-22 -																																							
			0																																							
AIR TICKET																																										
Amount of air fare Doha-Kathmandu-Doha Self Full Fare QR. 1850	Economy Class		1,850																																							
NET TOTAL																																										
			<u>2,902</u>																																							
(Qrs.Two Thousand Nine Hundred Two Only)																																										
Prepared by  Ansandeen Accountant	Verified by  Wasim Sr. Executive HR	Verified by  Anwar Qazi Asst. Manager HR & Admin	Verified by  Mohamed Asthak Chief Accountant	Verified by  Sameer Mohammed Sr. Finance Manager	Approved by  Saleem Bin Jaber General Manager																																					
I, the undersigned Hasmat Ali Miya declare that I have received with thanks from Umm Said 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 Umm Said 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		
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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 []
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Leave Information

Leave From:	Leave up to :	No of Days :	Return to duty date:
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Contact Details while on vacation

Telephone No. :	Mobile No. :
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Address :	Email ID :
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Backup employee during leave period based on discussion with Dept. Head:



22 DEC 2022

Hasmat
Signature of Employee

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

Remarks (if any):
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Signature of Department Head

10-12-22

Date

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

DOJ: 01/07/18	Total leave taken :
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Passport Expiry : —	QID Expiry : —
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Leave Passage & Dependent Details:

From 30/06/21 To 29/11/22 - 31.5b

Doha - Kathmandu - Doha

Economy Class Air Ticket for soj.

10/12/22
21/12/22

Unit – HR & Admin

Part 4 (Final Approval – to be filled by CEO/GM/VP)

No of Days :	Signature : Nabiullah	Date : 21-12-22
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