



بنك دخان
DUKHAN BANK

Main Branch

شركات
Corporate

رقم الشيك
Cheque No.

00007886

09-Jan-2023

Date التاريخ

** FARUKHAAMAD ATTAR KHALANDARSAB ATTAR **

Pay to the order of
or bearer

إدفعوا لأمر
أو لحامله

Amount
in words

** NINE THOUSAND NINE HUNDRED FOUR ONLY **

المبلغ
بالحروف

رق
Q.R

9,904.00

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

⑈00007886⑈01:6340200151:⑈00000100000792506⑈

Doc. Type : SA (G/L Account Document) Normal document			
Doc. Number	2360000004	Company Code	5501
Doc. Date	09.01.2023	Posting Date	09.01.2023
Calculate Tax	<input checked="" type="checkbox"/>	Fiscal Year	2023
Ref.Doc.	00007886	Period	01
Doc. Currency	QAR		
Doc. Hdr Text	LS MR. FARUKA AHMAD#5488		

Item	PX	Account	Account Short Text	Assignment	TX	Amount	Text
1	50	109118	BBQ-P-CA100000792506	104832		9,904.00-	LS MR. FARUKA AHMAD#5488 UP TO 26-01-2023
2	40	401500	EC-Basic Salary	236000000042023		2,935.00	LS MR. FARUKA AHMAD#5488 UP TO 26-01-2023
3	40	401504	EC-Other Allowance	236000000042023		419.00	LS MR. FARUKA AHMAD#5488 UP TO 26-01-2023
4	40	207001	Pay-Leave Salary	236000000042023		3,500.00	LS MR. FARUKA AHMAD#5488 UP TO 16-07-2022
5	40	207002	Pay-Air Fare	236000000042023		3,050.00	LS MR. FARUKA AHMAD#5488 UP TO 16-07-2022

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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: 15-08-18 To 26-01-23				
104832 - 5488	LEAVE SETTLEMENT OF Mr.	USB	FARUKHAAHMAD ATTAR	
TO BE RECEIVED ON	26-Jan-23	Basic Salary	QR	3,500
DEPARTMENT	Production	HRA	QR	-
DESIGNATION	Production Supervisor	Transport Allowance	QR	-
		Telephone Allowance	QR	-
		Cost of Living Allowance	QR	-
		Food Allowance	QR	-
		Other Allowance	QR	500
		Total Package	QR	4,000
		Service Duration	3 Years 11 Months 1 Days	
		Leave Category	30	
		Appointment date	15-Aug-18	
		Joining/Rejoining/Encashment date	15-Aug-21	
		Payment Type	d-Pay Card	

SALARY				
BASIC SALARY	From	1-Jan-23	to	26-Jan-23
	26	days @ Qr	112.90	2,935
OTHER ALLOWANCE	From	1-Jan-23	to	26-Jan-23
	26	days @ Qr	16.13	419

LEAVE SALARY FOR 2021-2022				
BASIC SALARY	From	15-Aug-21	to	16-Jul-22
	(335 x 30) / 335 =	30.00	days @ Qr	30.00 days
AIR TICKET	Amount of air fare			116.67
	Doha-Bangalore-Doha	Economy Class		3,500
	SELF			3,050
	Full Fare QR. 3050			
NET TOTAL				9,904

(Qrs.Nine Thousand Nine Hundred Four Only)

Prepared by	Verified by	Verified by	Verified by	Verified by	Approved by
Accountant	Sr. Executive HR	Asst. Manager HR & Admin	Chief Accountant	Sr. Finance Manager	General Manager

I, the undersigned Farukhaahmad Attar declare that I have received with thanks from Ummsaid Bakery all my dues relating to salary and leave salary totaling Qr.9,904(Qrs.Nine Thousand Nine Hundred Four Only) vide Cheque No.






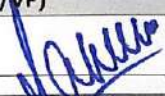
I further declare that by receiving the total amount stated above, no further amounts of any type or origin remain due from Ummsaid Bakery to myself, successor or legal heirs and my signature below should be considered as a final and comprehensive settlement and discharge which cannot be revoked by me, successor or legal heir for any reason whatsoever.

Name FARUKHAAHMAD ATTAR

Signature

Date

Leave Requisition Form

Part 1 (To be filled by Employee)		Date of Initiation: 24.12.2022	
Full Name : Farukh ahmed Attar			
Job Title : Production Supervisor		Employee Code : 5488	
Department : Production		Business Unit : United Bakery	
Leave Type			
Annual <input checked="" type="checkbox"/> Encashment <input type="checkbox"/> Leave Without Pay <input type="checkbox"/> Leave With Pay <input checked="" type="checkbox"/>			
Leave Information			
Leave From: 27.01.2023	Leave up to : 12.03.2023	No of Days : 45	Return to duty date: 13.03.23
Contact Details while on vacation			
Telephone No. :		Mobile No. : +919900750476	
Address : Haveri Dist. Hanagal Karnataka India		Email ID : attarfarook4@gmail.com	
Backup employee during leave period based on discussion with Dept. Head: # 5981 Kaushar Imam		Signature of backup employee: 	
 Signature of Employee			
Part 2 (Department Approval – to be filled by Department Head)			
Remarks (if any):			
 Signature of Department Head		27-12-2022 Date	
Part 3 (Leave Eligibility – to be filled by HR)			
DOJ: 15/08/2018		Total leave taken :	
Passport Expiry : 18/03/25		QID Expiry : 17/08/23	
Leave Passage & Dependent Details: From 15/08/21 To 16/07/22 - 30 Doha - Bangalore - Doha Economy class Air Ticket for self.			
 Unit – HR & Admin			
Part 4 (Final Approval – to be filled by CEO/GM/VP)			
No of Days : 45.	Signature : 		Date : 29.12.22