



بنك دخان
DUKHAN BANK

Main Branch

شركات
Corporate

رقم الشيك
Cheque No. 00007851

Date 01/01/2023

التاريخ

SECURITY PRINTING PRESS

Pay to the order of ***JAFAR MOHAMAD MJAHIDI***
or bearer

إدفعوا لأمر
أو لحامله

Amount ***One Thousand Four Hundred Fifteen Only***
in words

المبلغ
بالدرروف

ج.ـ
Q.R

1,415.00

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 785 1 016 340 200 1 50 00000 100000 79 250 6

Umm Said Bakery

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

SUNDRY PAYMENT VOUCHER

Voucher Number	USBSNP00003-0123	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	JAFAR MOHAMAD MJAHDIDI				
Pay date	01/01/2023	Exchange	1.000000	Pay Amount	1,415.00
Pay route	Bank	Pay Currency	QAR	Bank/Cash Code	BBQ-100000792506
Payment Release Point	USB	Charge Parameter		Pay Mode	Check
Voucher Header	Paid	Created By	ANSANDEEN	Ref.Doc.No	
		LEAVE ENCASHMENT OF MR. JAFAR MOHAMAD MJAHDIDI #4848			
Instrument					
Instrument No.	00007851	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	350.00	Payable - Leave Salary			MR. JAFAR MOHAMAD MJAHDIDI #4848 UP TO 30-06-2022
		23010400003	Dr	1,065.00	Payable - Air Fare			MR. JAFAR MOHAMAD MJAHDIDI #4848 UP TO 30-06-2022

1,415.00

Authorized Signatory

Amount in Words Qatari Riyal One Thousand Four Hundred and Fifteen Only

<<<End Of Report>>>

[Signature]

[Signature]

Service Period From: 16-11-21 To 30-06-22

LEAVE ENCASHMENT	USB	OF Mr.JAFAR MOHAMED MJAHDIDI
UPTO	30-Jun-22	103983 - 4848
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	5 Years 1 Months 15 Days	
Leave Category	21	
Appointment date	15-May-17	
Joining/Rejoining/Encashment date	16-Nov-21	
Payment Type	d-Pay Card	

LEAVE ALLOWANCE

From	16-Nov-21	to	30-Jun-22	Qr
(172 x 21) / 344 =	10.50	days @ Qr	33.33	350

HOUSE RENT ALLOWANCE

From	16-Nov-21	to	30-Jun-22	Qr
10.50	days @ Qr	-		0

AIR TICKET PRORATA BASIS

Amount of air fare	1,065
Doha-Nairobi-Doha	
Self	
Full Fare QR. 3200	

NET TOTAL

1,415

(Qrs.One Thousand Four Hundred Fifteen Only)

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

I, the undersigned Jafar Mohamed Mjahidi declare that I have received with thanks from Ummsaid Bakery all my dues relating to salary and leave salary totaling Qr.1,415 (Qrs.One Thousand Four Hundred Fifteen 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 JAFAR MOHAMED MJAHDIDI

Signature

Date

ZAD HUMAN RESOURCES

شركة زاد المحدودة
Zad Holding Company

Leave Requisition Form

Part 1 (To be filled by Employee)		Date of Initiation: 24/12/22
Full Name : Jafar Mohamed	Employee Code : 4848	
Job Title : Labour	Business Unit : Ummsaid Bakery	
Department : Production		
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. :	
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): 		
Date: 25-12-22		
Part 3 (Leave Eligibility – to be filled by HR)		
DOJ: 15/05/17	Total leave taken :	
Passport Expiry : —	QID Expiry : —	
Leave Passage & Dependent Details: * Delayed from last vacation by 54 Days From 16/11/21 To 30/06/22 - 10.50 Doha - Nairobi - Doha Economy Class Air Ticket for Solt.		
Part 4 (Final Approval – to be filled by CEO/GM/VP)		
No of Days :	Signature :	Date : 16/12/22