



شركات  
Corporate

رقم الشيك  
Cheque No. 00007911

Date 25-Jan-2023 التاريخ

Pay to the order of JABI ULLA  
or bearer

إدفعوا لأمر  
أو لحامله

Amount **\*\* THREE THOUSAND FIFTY TWO ONLY \*\***  
in words

المبلغ  
بالحروف

رق  
QR

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 ثلم أسفل الخط

0000 79 1 1 01:6 340 200 1 51:00000 100000 79 2 506

P.O Box

E-mail:

كيوبيك  
Qbake

**Payment Advice**

**Payment Date : 25.01.2023**

**Document Number : 2360000026**

JABI ULLA&#160;

Supplier code :105995

Doha

QA -

Dear Sir / Madam,

Exchange rate :

Remarks : LE JABIULLAH#6252

Payment Method :

Invoice Ref.	Invoice Date	Invoice Amount	Withhold Tax	Other Deduction	Net Amount	Curr
00007911	25.01.2023	3,052.00	0.00	0.00	3,052.00	QAR
		3,052.00	0.00	0.00	3,052.00	QAR

**Payment Detail(s)**

Bank's Name / A/c No.	Cheque Number	Instrument Date	Amount	Currency
	00007911	25.01.2023	3,052.00	QAR
		<b>Total :</b>	3,052.00	QAR

**Amount in words : THREE THOUSAND FIFTY-TWO ONLY**

Kindly acknowledge the receipt Thanking You

Authorized Signatory

Receiver's Signature

7

Document Date/Time:25.01.2023/13:57:23

**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: 29-08-21 To 28-01-23																																										
LEAVE ENCASHMENT	USB	OF Mr. JABI ULLA	105995 - 6252																																							
UPTO		28-Jan-23																																								
DEPARTMENT		Sales																																								
DESIGNATION		Sales Assistant																																								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Basic salary</td> <td style="width: 10%; text-align: center;">QR</td> <td style="width: 30%; text-align: right;">1,000</td> </tr> <tr> <td>HRA</td> <td style="text-align: center;">QR</td> <td style="text-align: right;">-</td> </tr> <tr> <td>Transport Allowance</td> <td style="text-align: center;">QR</td> <td style="text-align: right;">-</td> </tr> <tr> <td>Telephone Allowance</td> <td style="text-align: center;">QR</td> <td style="text-align: right;">-</td> </tr> <tr> <td>Cost of Living Allowance</td> <td style="text-align: center;">QR</td> <td style="text-align: right;">-</td> </tr> <tr> <td>Food Allowance</td> <td style="text-align: center;">QR</td> <td style="text-align: right;">300</td> </tr> <tr> <td>Other Allowance</td> <td style="text-align: center;">QR</td> <td style="text-align: right;">-</td> </tr> <tr> <td><b>Total Package</b></td> <td style="text-align: center;"><b>QR</b></td> <td style="text-align: right;"><b>1,300</b></td> </tr> <tr> <td>Service Duration</td> <td></td> <td style="text-align: right;">2 Years 11 Months 2 Days</td> </tr> <tr> <td>Leave Category</td> <td></td> <td style="text-align: right;">21</td> </tr> <tr> <td>Appointment date</td> <td></td> <td style="text-align: right;">26-Feb-20</td> </tr> <tr> <td>Joining/Rejoining/Encashment date</td> <td></td> <td style="text-align: right;">29-Aug-21</td> </tr> <tr> <td>Payment Type</td> <td></td> <td style="text-align: right;">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	300	Other Allowance	QR	-	<b>Total Package</b>	<b>QR</b>	<b>1,300</b>	Service Duration		2 Years 11 Months 2 Days	Leave Category		21	Appointment date		26-Feb-20	Joining/Rejoining/Encashment date		29-Aug-21	Payment Type		d-Pay Card
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<b>LEAVE ALLOWANCE</b> From 29-Aug-21 to 28-Jan-23 ( 517 x 21 ) / 344 = 31.56 days @ Qr 33.33 1,052																																										
<b>HOUSE RENT ALLOWANCE</b> From 29-Aug-21 to 28-Jan-23 31.56 days @ Qr - 0																																										
<b>AIR TICKET</b> Amount of air fare 2,000 Doha-Kathmandu-Doha Economy Class Self Full Fare QR. 2000																																										
<b>NET TOTAL</b>			<b>3,052</b>																																							
( Qrs.Three Thousand Fifty Two Only )																																										
Prepared by	Verified by	Verified by	Verified by																																							
Ansaadeen Accountant	Wasim Sr. Executive HR	Anwar Qazi Asst. Manager HR & Admin	Mohamed Asthak Chief Accountant																																							
		Sameer Mohammed Sr. Finance Manager	Saheem Bhat General Manager																																							
I, the undersigned Jabi Ulla 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.																																										
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Name <b>JABI ULLA</b></p> <p>Signature _____</p> <p>Date _____</p> </div> <div style="width: 50%;"></div> </div>																																										



State Of Qatar  
Residency Permit



دولة قطر  
رخصة إقامة

ID.No: 29552442599 الرقم الشخصي:  
D.O.B.: 24/01/1995 تاريخ الميلاد:  
Expiry: 26/02/2023 الصلاحية:  
Nationality: NEPAL الجنسية:  
Occupation: عامل المهنة:



الاسم: جابي الا

Name: JABI ULLA

Passport Number: 09698741 رقم جواز السفر:  
Passport Expiry: 05/04/2026 تاريخ انتهاء الجواز:  
Serial No: 30229552442599 الرقم المسلسل:  
Residency Type: عمل نوع الرخصة:  
Employer: شركة مطلعن الدقيق القطريه المستقدم:  
مدير عام الإدارة العامة للجوازات  
General Director of the General  
Directorate of Passports توقيع حامل البطاقة  
Holder's signature



**Leave Requisition Form**

Part 1 ( To be filled by Employee )

Date of Initiation: 06.12.2022

Full Name : JABIULLA

Job Title : SALES ASST.,

Employee Code : 6252

Department : SALES

Business Unit : Q.BAKE

**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):

Encashment can be approved if due.

Signature of Department Head

10.12.2022

Date

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

DOJ : 26/02/20

Total leave taken :

Passport Expiry : -

QID Expiry : -

Leave Passage &amp; Dependent Details:

From 29/01/21 To 28/01/23 - 31.56

Doha - Kathmandu - Doha

Economy Class Air Ticket for self.

Unit – HR &amp; Admin

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

No of Days :

Signature :

Date :