



Main Branch

شركات
Corporateرقم الشيك
Cheque No. 00007886

09-Jan-2023

التاريخ

SECURITY PRINTING PRESS

** FARUKHAAMAD ATTAR KHALANDARSAB ATTAR **

إدفعوا لأمر
أو لحاملهPay to the order of
or bearer

** NINE THOUSAND NINE HUNDRED FOUR ONLY **

Amount
in wordsالمبلغ
بالحرفR.Q.
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

0000 7886 0634 0200 1500 0000 100000 792506

Doc. Type :	SA	G/L Account	Document	Normal document
Doc. Number		Company Code	5501	Fiscal Year
Doc. Date	09.01.2023	Posting Date	09.01.2023	Period
Ref. Doc.				01
Doc. Currency	QAR			
Doc. Hdr Text	LS MR. FARUKAAHMAD#5488			

Item	PK	Account	Account Short Text	Assignment	TX	TX	Amount	Amount	Text
1	50	109118	BBQ-P-CA10000792506	104832			9,904.00-		
2	40	401500	FC-Basic Salary	23600000042023			2,935.00		LS MR. FARUKAAHMAD#5488 UP TO 26-01-2023
3	40	401504	FC-Other Allowance	23600000042023			419.00		LS MR. FARUKAAHMAD#5488 UP TO 26-01-2023
4	40	207001	Pay-Leave Salary	23600000042023			3,500.00		LS MR. FARUKAAHMAD#5488 UP TO 16-07-2022
5	40	207002	Pay-Air Fare	23600000042023			3,050.00		LS MR. FARUKAAHMAD#5488 UP TO 16-07-2022

✓

W

Far.

H

Ummsaid Bakery

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

كيوبيك
Qbake

مخبر مسعود

(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

<u>BASIC SALARY</u>		<u>LEAVE SALARY FOR 2021-2022</u>		
From	1-Jan-23	to	26-Jan-23	
	26	days @ QR	112.90	2,935
<u>OTHER ALLOWANCE</u>				
From	1-Jan-23	to	26-Jan-23	
	26	days @ QR	16.13	419

NET TOTAL

(Qrs.Nine Thousand Nine Hundred Four Only) 9,904

Prepared by	Verified by	Verified by	Verified by	Verified by	Approved by
Amisandeen	Wasim	Anwar Qazi	Mohamed Asthak	Saleem Mohammed	Saleem Bhat
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 [✓]

Encashment []

Leave Without Pay []

Leave With Pay [✓]

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 : attarfaroak4@gmail.com

Backup employee during leave period based on discussion with Dept. Head:

Signature of backup employee:

5981 Kaushar Imam



Signature of Employee

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

Remarks (if any):

27-12-2022

Date

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

DOJ: 15/08/2018

Total leave taken:

Passport Expiry: 18/03/23

QID Expiry: 17/08/23

Leave Passage & Dependent Details:

From 15/08/21 To 16/02/22 - 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