

Umm Said Bakery

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

SUNDRY PAYMENT VOUCHER

Voucher Number	USBSNP00102-0722	Payment Category:	Sundry Payment	Finance Book	USB_FB			
OU Address 1444, Meena Street Doha Port Doha-1444 Qatar								
Payment Information								
Payee	MOHAMMAD SALMAN RASHID AQUEEL					<i>RC</i>		
Pay date	24/07/2022	Exchange	1.000000	Pay Amount	28,850.00	Payment Method	Regular	
Pay route	Bank	Pay Currency	QAR	Bank/Cash Code	BBQ-100000792506	Desc.	BBQ-QAR-Current A/C No.100000792506	
Payment Release Point	USB	Charge Parameter		Pay Mode	Check		Medium	
Voucher	Paid	Created By	ANSANDEEN	Ref.Doc.No				
Header	LEAVE ENCASHMENT OF MR. MOHAMMAD SALMAN RASHID AQUEEL#6296							
Instrument								
Instrument No.	00007453	Instrument date	24/07/2022	Bank Charges	0 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
			Dr	20,000.00	Payable - Leave Salary			MR. MOHAMMAD SALMAN RASHID AQUEEL#6296 UP TO 08-07-2022
			Dr	8,850.00	Payable - Air Fare			MR. MOHAMMAD SALMAN RASHID AQUEEL#6296 UP TO 08-07-2022
<u>28,850.00</u>						Authorized Signatory		
Amount in Words	Qatari Riyal Twenty-Eight Thousand Eight Hundred and Fifty Only							
<<<End Of Report>>>								
								

Ummsaid Bakery

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

كيوبيك
Qbake

مخبز مسعود

(مملوك لشركة زاد القابضة ش.م.ق.ع.)

Service Period From: 07-08-21 To 08-07-22

LEAVE ENCASHMENT	OF Mr.MOHAMMAD SALMAN
UPTO	8-Jul-22
DEPARTMENT	Marketing
DESIGNATION	Manager - Marketing

Basic salary	QR	14,000
HRA	QR	6,000
Transport Allowance	QR	-
Telephone Allowance	QR	-
Cost of Living Allowance	QR	-
Food Allowance	QR	-
Other Allowance	QR	-
Total Package	QR	20,000
Service Duration	1 Years 11 Months 2 Days	
Leave Category	30	
Appointment date	6-Aug-20	
Joining/Rejoining/Encashment date	7-Aug-21	
Payment Type	Bank	

<u>LEAVE ALLOWANCE</u>				Qr
From	7-Aug-21	to		8-Jul-22
(335 x 30) / 335 =		30.00	days @ Qr	466.67
				14,000
<u>HOUSE RENT ALLOWANCE</u>				
From	7-Aug-21	to		8-Jul-22
		30.00	days @ Qr	200.00
				6,000
<u>AIR TICKET</u>				
Amount of air fare				
Doha-Varanasi-Doha		Economy Class		
Self +Spouse+ 1 Child (Below 12 Yrs. Old)				
Full Fare QR. 3150+3150+2550				
				8,850
<u>NET TOTAL</u>				28,850

(Qrs.Twenty Eight Thousand Eight Hundred Fifty Only)

Prepared by	Verified by	Verified by	Verified by	Verified by	Approved by
Ansandeen Accountant	Wasim Sr. Executive HR	Anwar Qazi Asst. Manager HR & Admin	Musa Ibrahim Asst. Manager Finance	Sameer Mohammed Sr. Finance Manager	Saheem Bhat General Manager

I, the undersigned Mohammad Salman declare that I have received with thanks from Ummsaid Bakery all my dues relating to salary and leave salary totaling Qr.28,850(Qrs.Twenty Eight Thousand Eight Hundred Fifty 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	MOHAMMAD SALMAN
Signature
Date

State Of Qatar
Residency Permit



دولة قطر
رخصة اقامة

ID.No: 28735612541 الرقم الشخصي:

D.O.B.: 15/07/1987 تاريخ الميلاد:

Expiry: 28/09/2022 الصلاحية:

الهند الجنسية:

Nationality: INDIA

Occupation: محاسب المهمة:

الاسم: محمد عقيل



Name: MOHAMMAD SALMAN RASHID AQUEEL

Passport Number: Z3619162 رقم جواز السفر:

Passport Expiry: 15/11/2026 تاريخ التهاء الجواز:

Serial No: 31228735612541 الرقم المسلسل:

Residency Type: عمل نوع الرخصة:

Employer: مخبز امسعد المستخدم:

مدير عام الادارة 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: 4th July 2022

Full Name : Mohammad Salman

Job Title : Manager - Marketing

Employee Code : 6296

Department : Marketing

Business Unit : Qbake

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):

 Signature of Department Head

Date

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

DOJ : 6/8/20

Total leave taken :

Passport Expiry : —

QID Expiry : —

Leave Passage & Dependent Details:

from 7/8/21 to 8/7/22

 Doha - Varanasi - Doha economy class air ticket
 60+ self, spouse & one child, (below 12 yrs)

Unit - HR & Admin

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

No of Days :

Signature :

Date :