

Umm Said Bakery

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

SUNDRY PAYMENT VOUCHER

Voucher Number	USBSNP00035-0722	Payment Category:	Sundry Payment	Finance Book	USB_FB
----------------	------------------	-------------------	----------------	--------------	--------

OU Address

1444, Meena Street Doha Port Doha-1444
Qatar

Payment Information

Payee	ABDEL AZIZ IBRAHIM HUSSEIN OTHMAN					
Pay date	17/07/2022	Exchange	1.000000	Pay Amount	4,476.00	Payment Method
Pay route	Bank	Pay Currency	QAR	Bank/Cash Code	BBQ-100000792506	Desc.
Payment Release Point	USB	Charge Parameter		Pay Mode	Check	BBQ-QAR-Current A/C No.100000792506
Voucher	Paid	Created By	ANSANDEEN	Ref.Doc.No		Medium
Header	LEAVE SETTLEMENT OF MR. MOHAMED ASHIK# 4531					
Instrument						
Instrument No.	00007442	Instrument date	17/07/2022	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	1,500.00	Payable - Leave Salary			MR. MOHAMED ASHIK# 4531 UP TO 03-05-2022
		23010400003	Dr	2,250.00	Payable - Air Fare			MR. MOHAMED ASHIK# 4531 UP TO 03-05-2022
		44020200001	Dr	726.00	SM - Basic Salary	LSALE	EURBK	MR. MOHAMED ASHIK# 4531 UP TO 15-07-2022

4,476.00

Authorized Signatory

Amount in Words Qatari Riyal Four Thousand Four Hundred and Seventy-Six Only

<<<End Of Report>>>

Ummsaid Bakery

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



مخبر مسعود

(مملوك لشركة زاد القابضة ش.م.ق.ع)

Service Period From: 02-06-16 To 15-07-22

103515 - 4531 LEAVE SETTLEMENT OF Mr.

MOHAMED ASHIK MOHAMED AMEEN

TO BE RECEIVED ON	15-Jul-22	Basic Salary	QR	1,500
DEPARTMENT	Sales	HRA	QR	-
DESIGNATION	Van Salesman	Transport Allowance	QR	-
		Telephone Allowance	QR	-
		Cost of Living Allowance	QR	-
		Food Allowance	QR	-
		Other Allowance	QR	-
		Total Package	QR	1,500
		Service Duration	5 Years 11 Months 1 Days	
		Leave Category	30	
		Appointment date	2-Jun-16	
		Joining/Rejoining/Encashment date	2-Jun-21	
		Payment Type	d-Pay Card	

SALARY

BASIC SALARY				
From	1-Jul-22	to	15-Jul-22	
15	days @ QR	48.39		726

LEAVE SALARY FOR 2021-2022

BASIC SALARY				
From	2-Jun-21	to	3-May-22	
(335 x 30) / 335 =	30.00	days @ QR	50.00	1,500

AIR TICKET				
Amount of air fare				
Doha-Colombo-Doha	Economy Class			
SELF				2,250
Full Fare QR. 2250				

NET TOTAL

(Qrs.Four Thousand Four Hundred Seventy Six Only)	4,476
---	-------

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

I, the undersigned Mohamed Ashik Ameen declare that I have received with thanks from Ummsaid Bakery all my dues relating to salary and leave salary totaling QR.4,476 (Qrs.Four Thousand Four Hundred Seventy Six 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	MOHAMED ASHIK MOHAMED AMEEN
Signature	
Date	



**State Of Qatar
Residency Permit**

دولت قطر

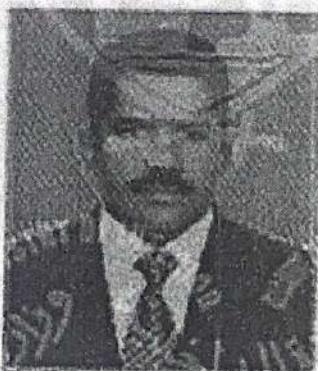
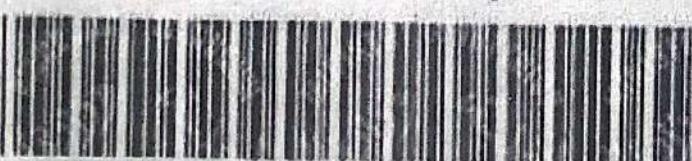
ID.No:	27214408643	الرقم الشخصي:	
D.O.B.:	24/12/1972	تاريخ الميلاد:	
Expiry:	30/05/2022	الصلاحية:	
Nationality:	SRILANKA	الجنسية:	
Occupation:	سائق	المهنة:	
الاسم: محمد اشيك محمد امين			

Name: MOHAMED ASHIK MOHAMED AMEEN

Passport Number:	N5968716	رقم جواز السفر:
Passport Expiry:	21/01/2025	تاريخ انتهاء الجواز:
Serial No:	30927214408643	الرقم المماسل:
Residency Type:	عمل	نوع الرخصة:
Employer:	مخبر امسعد	المستقدم:

مدير علم الادارة العامة للجوازات
General Director of the General Directorate of Passports

توقيع صاحب



**Leave Requisition Form****Part 1 (To be filled by Employee)**

Date of Initiation: 02.07.2022

Full Name : Mohamed Aashik MA

Job Title : Van salesman

Employee Code : 4531

Department : Sales

Business Unit : Bakery

Leave TypeAnnual [] Encashment [] Leave Without Pay [] Leave With Pay []**Leave Information**

Leave From: 16.07.22 Leave up to : 15.08.22 No of Days : 30 Return to duty date: 16.08.22

Contact Details while on vacation

Telephone No. :

Mobile No. : +94 332289824

Address : Thihariya, Srilanka

Email ID :

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

Rishad - K

Signature of backup employee:



Signature of Employee

Part 2 (Department Approval – to be filled by Department Head)Remarks (if any):
Leave can be approved for 30 days, co-e.f. 16.07.2022

Signature of Department Head

Date
03.07.2022**Part 3 (Leave Eligibility – to be filled by HR)**

DOJ: 216116

Total leave taken:

Passport Expiry: 211125

QID Expiry: 3015123

Leave Passage & Dependent Details:

from 216121 to 315122
Doha-Colombo-Doha economy class air ticket
by self

Unit – HR & Admin

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

No of Days :

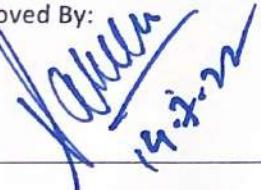
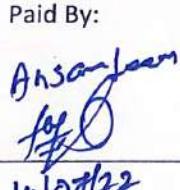
Signature :

Date :



UMM SAID BAKERY
Cash Payment Voucher

Ref No: _____

Date: 14/7/22	Amount: QR 4,476/-
To: Mohamed Ashik - US31	
Being: Leave settlement.	Requested by  14/7/22
Approved By:  14/7/22	Paid By:  Ansar Joom 14/07/22
Received by Name & Signature 	

Enclosure requested – QID copy of the receiver