

**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**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****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	20,000.00	Payable - Leave Salary			MR. MOHAMMAD SALMAN RASHID AQUEEL#6296 UP TO 08-07-2022
		23010400003	Dr	8,850.00	Payable - Air Fare			MR. MOHAMMAD SALMAN RASHID AQUEEL#6296 UP TO 08-07-2022

28,850.00

Authorized Signatory

**Amount in Words** Qatari Riyal Twenty-Eight Thousand Eight Hundred and Fifty Only

&lt;&lt;&lt;End Of Report&gt;&gt;&gt;

# 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: 07-08-21 To 08-07-22																																								
LEAVE ENCASHMENT	OF Mr. MOHAMMAD SALMAN																																							
UPTO	8-Jul-22 106075 - 6296																																							
DEPARTMENT	Marketing																																							
DESIGNATION	Manager - Marketing																																							
<table border="1"> <tr> <td>Basic salary</td> <td>QR</td> <td>14,000</td> </tr> <tr> <td>HRA</td> <td>QR</td> <td>6,000</td> </tr> <tr> <td>Transport Allowance</td> <td>QR</td> <td>-</td> </tr> <tr> <td>Telephone Allowance</td> <td>QR</td> <td>-</td> </tr> <tr> <td>Cost of Living Allowance</td> <td>QR</td> <td>-</td> </tr> <tr> <td>Food Allowance</td> <td>QR</td> <td>-</td> </tr> <tr> <td>Other Allowance</td> <td>QR</td> <td>-</td> </tr> <tr> <td><b>Total Package</b></td> <td><b>QR</b></td> <td><b>20,000</b></td> </tr> <tr> <td>Service Duration</td> <td colspan="2">1 Years 11 Months 2 Days</td> </tr> <tr> <td>Leave Category</td> <td colspan="2">30</td> </tr> <tr> <td>Appointment date</td> <td colspan="2">6-Aug-20</td> </tr> <tr> <td>Joining/Rejoining/Encashment date</td> <td colspan="2">7-Aug-21</td> </tr> <tr> <td>Payment Type</td> <td colspan="2">Bank</td> </tr> </table>		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	-	<b>Total Package</b>	<b>QR</b>	<b>20,000</b>	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	
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<b>LEAVE ALLOWANCE</b> From 7-Aug-21 to 8-Jul-22 ( 335 x 30 ) / 335 = 30.00 days @ Qr 466.67 14,000																																								
<b>HOUSE RENT ALLOWANCE</b> From 7-Aug-21 to 8-Jul-22 30.00 days @ Qr 200.00 6,000																																								
<b>AIR TICKET</b> Amount of air fare Economy Class 8,850 Doha-Varanasi-Doha Self +Spouse+ 1 Child (Below 12 Yrs. Old) Full Fare QR. 3150+3150+2550																																								
<b>NET TOTAL</b> 28,850																																								
( Qrs. Twenty Eight Thousand Eight Hundred Fifty Only )																																								
Prepared by Ansardeen Accountant	Verified by Wasim Sr. Executive HR	Verified by Anwar Qazi Asst. Manager HR & Admin	Verified by Musa Ibrahim Asst. Manager Finance	Verified by Sameer Mohammed Sr. Finance Manager	Approved by Sahem 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 إقامة

ID.No: 28735612541 الرقم الشخصي:

D.O.B.: 15/07/1987 تاريخ الميلاد:

Expiry: 28/09/2022 الصلاحية:

الهند الجنسية:

Nationality: INDIA

Occupation: محاسب المهنة:



الاسم: محمد عقيل

Name: MOHAMMAD SALMAN RASHID AQUEEL

Passport Number: Z3619162 رقم جواز السفر:

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

Serial No: 31228735612541 الرقم الممسلسل:



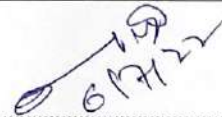
Residency Type: عمل نوع الرخصة:

Employer: مخبز امسعيد 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: 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 for 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 :	