

Umm Said Bakery

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

SUNDAY PAYMENT VOUCHER

Voucher Number	USBSNP00021-0722	Payment Category:	Sundry Payment	Finance Book	USB_FB
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OU Address

1444, Meena Street Doha Port Doha-1444
Qatar

Payment Information

Payee	ABDEL AZIZ IBRAHIM HUSSEIN OTHMAN				
Pay date	06/07/2022	Exchange	1.000000	Pay Amount	3,552.00
Pay route	Bank	Pay Currency	QAR	Bank/Cash Code	BBQ-100000792506
Payment Release Point	USB	Charge Parameter		Desc.	BBQ-QAR-Current A/C No.100000792506
Voucher	Paid	Created By	ANSANDEEN	Pay Mode	Check
Header	LEAVE ENCASHMENT OF MR. SADAM HUSEN#5979				
Instrument					
Instrument No.	00007433	Instrument date	06/07/2022	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 Description	Cost Center	Analysis Code	Remarks
		23010400002	Dr	1,052.00	Payable - Leave Salary			MR. SADAM HUSEN#5979 UP TO 06-07-2022
		23010400003	Dr	2,500.00	Payable - Air Fare			MR. SADAM HUSEN#5979 UP TO 06-07-2022

3,552.00**Authorized Signatory**

Amount in Words Qatari Riyal Three Thousand Five Hundred and Fifty-Two Only

<<<End Of Report>>>

Ummsaid Bakery

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

Qbake

مخبز مسعود

(مملوک لشركة زاد القابضة ش.م.م.ع.).

Service Period From: 04-02-21 To 06-07-22

LEAVE ENCASHMENT	OF Mr.SADAM HUSEN
UPTO	6-Jul-22
DEPARTMENT	Sales
DESIGNATION	Sales Assistant

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	-
Total Package	QR	1,300
Service Duration	2 Years 11 Months 2 Days	
Leave Category	21	
Appointment date	4-Aug-19	
Joining/Rejoining/Encashment date	4-Feb-21	
Payment Type	d-Pay Card	

LEAVE ALLOWANCE

From	4-Feb-21	to	6-Jul-22
(517 x 21) / 344 =	31.56	days @ QR	33.33
			1,052

HOUSE RENT ALLOWANCE

From	4-Feb-21	to	6-Jul-22
	31.56	days @ QR	-
			0

AIR TICKET

Amount of air fare		2,500
Doha-Kathmandu-Doha	Economy Class	
Self		
Full Fare QR. 2500		

NET TOTAL

3,552

(Qrs.Three Thousand Five Hundred Fifty Two Only)

Prepared by	Verified by	Verified by	Verified by	Verified by	Approved by
Ansandeep 07/06/22 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

Name SADAM HUSEN

Signature

Date



D.O.B.: 03/03/1996 تاريخ الميلاد:
Expiry: 28/07/2022 الصلاحية:
الجنسية: نيبال
Nationality: NEPAL
Occupation: عامل

Name: SADAM HUSEN

الأسم: صدام حسين

رقم جواز السفر:
تاريخ انتهاء الجواز:
رقم المسافل:
نوع الرخصة:
المسقط:

Passport Number: 07998037
Passport Expiry: 26/10/2024
Serial No: 30329652436670
Residency Type: عمل
Employer: شریہ مطاعن الدقیق الظرفیہ
مدير علم الادارۃ العلیۃ للجوازات
General Director of the General
Directorate of Passports



توقيع حامل البطاقة
Holder's signature

Sadam





Leave Requisition Form

Part 1 (To be filled by Employee)		Date of Initiation: 31.05.2022
Full Name : Saddam Husen Job Title : Sales Asisit Employee Code : 5979 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	
 <i>Saad M</i>		
Signature of Employee		
Part 2 (Department Approval – to be filled by Department Head)		
Remarks (if any): <i>Encashment can be approved if due.</i>		
<i>Signature of Department Head</i>		Date: 02-06-2022
Part 3 (Leave Eligibility – to be filled by HR)		
DOJ: 04/08/19	Total leave taken :	
Passport Expiry: —	QID Expiry: —	
Leave Passage & Dependent Details: <i>From 04/02/21 To 06/07/22-31.56, Doha-Kathmandu-Doha Economy Class Air Ticket for self.</i>		
<i>Unit – HR & Admin</i>		
Part 4 (Final Approval – to be filled by CEO/GM/VP)		
No of Days :	Signature : <i>[Signature]</i>	Date : 66 w

• **Mohomad Ansandeen Buharideen**

From: Nishad Aboobackar
Sent: Wednesday, July 6, 2022 9:46 AM
To: Musa Ibrahim
Cc: Sameer Mohammed; Mohomad Ansandeen Buharideen
Subject: Leave Settlement, Sadam Husen, 5979

Dear Musa,

Requesting your support to process and release the leave settlement for Sadam Husen, 5979, on priority.

Employee is leaving for vacation and requested for his settlement money.

Kindly support.

Thanks & Regards,

Nishad Aboobackar
Manager - Field Sales



Ummsaid Bakery

(A Subsidiary of Zad Holding Company Q.P.S.C)
P O Box – 1444, Doha - Qatar
Tel: +974 44489626 | Mobile : +974 50413788 | Fax: +974 44439751
Email: nishad@qbake.qa Web: www.qbake.qa

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UMM SAID BAKERY
Advance - Cash Payment Voucher

Ref No:

Date: 05/07/2022	Amount: QAR. 3552/-
Amount in Words: (QAR)	Three thousand five hundred fifty two only
Name: Sadam Husen # 5979	Requested by <i>[Signature]</i>
Being: Leave Encashment of Mr. Sadam Husen	
Approved by:	Paid by: <i>Anas Abdulla</i> <i>[Signature]</i>
Received by Name & Signature <i>Sadam</i>	
Note:- Advance need to be settled within 7 days.	

Dear Sir, As per Sales Manager request, the encashment processed
Enclosure requested - QID copy of the receiver
through cash as the employee going on leave before EID holidays