



بنك دخان
DUKHAN BANK

Main Branch

شركات
Corporate

رقم الشيك
Cheque No.

00007858

01/01/2023

Date التاريخ

Pay to the order of ***PRAKASH TAMANG***
or bearer

إدفعوا لأمر
أو لحامله

Amount ***Three Thousand Only***
in words

المبلغ
بالحروف

رق
Q.R

3,000.00

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

⑈00007858⑈01:6340200151⑈00000100000792506⑈

Umm Said Bakery

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

SUNDRY PAYMENT VOUCHER

Voucher Number USBNP00010-0123 Payment Category: Sundry Payment Finance Book USB_FB

OU Address

1444, Meena Street Doha Port Doha-1444
Qatar

Payment Information

Payee PRAKASH TAMANG
Pay date 01/01/2023 Exchange 1.000000 Pay Amount 3,000.00 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. PRAKASH TAMANG#4397

Instrument

Instrument No. 00007858 Instrument date 01/01/2023 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	1,000.00	Payable - Leave Salary			MR. PRAKASH TAMANG#4397 UP TO 10-12-2022
		23010400003	Dr	2,000.00	Payable - Air Fare			MR. PRAKASH TAMANG#4397 UP TO 10-12-2022

3,000.00

Authorized Signatory

Amount in Words Qatari Riyal Three Thousand Only

<<<End Of Report>>>

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: 09-01-22 To 10-12-22			
LEAVE ENCASHMENT	USB	OF Mr.PRAKASH TAMANG	103343 - 4397
UPTO		10-Dec-22	
DEPARTMENT		Production	
DESIGNATION		Labour	






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	6 Years 11 Months 1 Days	
Leave Category	30	
Appointment date	9-Jan-16	
Joining/Rejoining/Encashment date	9-Jan-22	
Payment Type	d-Pay Card	

LEAVE ALLOWANCE				Qr
From	9-Jan-22	to	10-Dec-22	
(335 x 30) / 335 =	30.00	days @ Qr	33.33	1,000

HOUSE RENT ALLOWANCE				Qr
From	9-Jan-22	to	10-Dec-22	
	30.00	days @ Qr	-	0

AIR TICKET				Qr
Amount of air fare				2,000
Doha-Kathmandu-Doha	Economy Class			
Self				
Full Fare QR. 2000				

NET TOTAL		3,000
(Qrs.Three Thousand Only)		

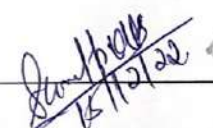



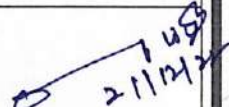

Prepared by  Anwar Qazi Asst. Manager HR & Admin	Verified by  Wasim Sr. Executive HR	Verified by  Mohamed Asthak Chief Accountant	Verified by  Sameer Mohammed Sr. Finance Manager	Approved by  Sameer General Manager
--	---	--	--	--

I, the undersigned Prakash Tamang declare that I have received with thanks from Ummsaid Bakery all my dues relating to salary and leave salary totaling Qr.3,000(Qrs.Three Thousand 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	PRAKASH TAMANG
Signature	_____
Date	_____

Leave Requisition Form

Part 1 (To be filled by Employee)		Date of Initiation: 15/12/22	
Full Name : <u>Prakash Tanong</u>		Employee Code : <u>4397</u>	
Job Title : <u>Labour</u>		Business Unit : <u>Ummsaid Bakery</u>	
Department : <u>Production</u>			
Leave Type			
Annual []		Encashment [<input checked="" type="checkbox"/>]	
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. : <u>31347175</u>	
Address :		Email ID :	
Backup employee during leave period based on discussion with Dept. Head:		Signature of backup employee:	
 <u>15/12/22</u>			
Signature of Department Head		 Signature of Employee	
Part 2 (Department Approval – to be filled by Department Head)			
Remarks (if any):			
 Signature of Department Head		<u>15/12/22</u> Date	
Part 3 (Leave Eligibility – to be filled by HR)			
DOJ : <u>09/01/16</u>		Total leave taken :	
Passport Expiry : —		QID Expiry : —	
Leave Passage & Dependent Details:			
<u>From 09/01/22 To 10/12/22 -30</u> <u>Doha - Kathmandu - Doha</u> <u>Economy Class Air Ticket for 504.</u>			
		 Unit – HR & Admin	
Part 4 (Final Approval – to be filled by CEO/GM/VP)			
No of Days :	Signature : 	Date : <u>21/12/22</u>	