



بنك دخان  
DUKHAN BANK

SECURITY PRINTING PRESS

Main Branch

شركات  
Corporate

رقم الشيك  
Cheque No.

00007860

01/01/2023

التاريخ

Date

Pay to the order of **\*\*\*ASISH LAMA\*\*\***  
or bearer

إدفعوا لأمر  
أو لحامله

Amount **\*\*\*Two Thousand Nine Hundred Two Only\*\*\***  
in words

المبلغ  
بالدرر

ر.س  
Q.R

2,902.00



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

00007860 06340200150 00000100000792506

**Umm Said Bakery**

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

**SUNDAY PAYMENT VOUCHER**

Voucher Number	USBSNP00012-0123	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	ASISH LAMA				
Pay date	01/01/2023	Exchange	1.000000	Pay Amount	2,902.00
Pay route	Bank	Pay Currency	QAR	Bank/Cash Code	BBQ-100000792506
Payment Release Point	USB	Charge Parameter		Pay Mode	Check
Voucher	Paid	Created By	ANSANDEEN	Ref.Doc.No	
Header	LEAVE ENCASHMENT OF MR. ASISH LAMA #6184				
Instrument					
Instrument No.	00007860	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	1,052.00	Payable - Leave Salary .			MR. ASISH LAMA #6184 UP TO 29-11-2022
		23010400003	Dr	1,850.00	Payable - Air Fare			MR. ASISH LAMA #6184 UP TO 29-11-2022

**2,902.00**

Authorized Signatory

Amount in Words      Qatari Riyal Two Thousand Nine Hundred and Two Only

*[Handwritten signatures]*

<<<End Of Report>>

# Ummsaid Bakery

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

كيوبيك  
Qbake

# مخبر مسعود

(مملوك لشركة زاد القابضة ش.م.ق.ع.)

Service Period From: 30-06-21 To 29-11-22

LEAVE ENCASHMENT	USB	OF Mr.ASISH LAMA
UPTO	29-Nov-22	105920 - 6184
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	-
<b>Total Package</b>	<b>QR</b>	<b>1,300</b>
Service Duration	2 Years 11 Months 0 Days	
Leave Category	21	
Appointment date	29-Dec-19	
Joining/Rejoining/Encashment date	30-Jun-21	
Payment Type	d-Pay Card	

### LEAVE ALLOWANCE

From	30-Jun-21	to	29-Nov-22	Or
( 517 x 21 ) / 344 =	31.56	days @ QR	31.56 days	33.33

### HOUSE RENT ALLOWANCE

From	30-Jun-21	to	29-Nov-22	Or
	31.56	days @ QR	-	0

### AIR TICKET

Amount of air fare	1,850
Doha-Kathmandu-Doha	
Self	
Full Fare QR. 1850	

### NET TOTAL

2,902

( Qrs.Two Thousand Nine Hundred Two Only )

Prepared by	Verified by	Verified by	Verified by	Verified by	Approved by
Mansoor Al-Saneen Accountant	Wasim Sr. Executive HR	Anwar Qazi Asst. Manager HR & Admin	Mohamed Asthak Chief Accountant	05 JAN 2023 Sameer Mohammed Sr. Finance Manager	Jahid Bhat General Manager

I, the undersigned Asish Lama declare that I have received with thanks from Ummsaid Bakery all my dues relating to salary and leave salary totaling QR.2,902 ( Qrs.Two Thousand Nine Hundred Two 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 ASISH LAMA

Signature

Date

ZAD HUMAN RESOURCES



شركة زاد المغربية  
Zad Holding Company

### Leave Requisition Form

<b>Part 1 (To be filled by Employee)</b>		<b>Date of Initiation:</b>
Full Name	Ashish Lamal	
Job Title	Marketing Assistant	Employee Code : 6184
Department	Production	Business Unit : Ummsaid Bakery
<b>Leave Type</b>		
Annual [ ]	Encashment [✓]	Leave Without Pay [ ]
Leave With Pay [ ]		
<b>Leave Information</b>		
Leave From:	Leave up to :	No of Days :
Return to duty date:		
<b>Contact Details while on vacation</b>		
Telephone No. :	Mobile No. :	
Address :	Email ID :	
Backup employee during leave period based on discussion with Dept. Head:	Signature of backup employee:	
 <span style="font-size: 2em; vertical-align: middle;">22 DEC 2022</span>		
 <span style="font-size: 1.5em; vertical-align: middle;">Signature of Employee</span>		
<b>Part 2 (Department Approval – to be filled by Department Head)</b>		
Remarks (if any):  		
		Date: 11/12/22
 <span style="font-size: 1.5em; vertical-align: middle;">Signature of Department Head</span>		
<b>Part 3 (Leave Eligibility – to be filled by HR)</b>		
DOJ: 29/12/19	Total leave taken :	
Passport Expiry : —	QID Expiry : —	
Leave Passage & Dependent Details:  <span style="font-size: 1.5em; vertical-align: middle;">From 30/06/21 To 29/11/22 - 31.5b</span> <span style="font-size: 1.5em; vertical-align: middle;">Doha - Kathmandu - Doha</span> <span style="font-size: 1.5em; vertical-align: middle;">Economy Class Air Ticket for Soch.</span>		
 <span style="font-size: 1.5em; vertical-align: middle;">Signature of HR &amp; Admin</span>		
<b>Part 4 (Final Approval – to be filled by CEO/GM/VP)</b>		
No of Days :	Signature :	Date : 21.12.22