

Umm Said Bakery

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

SUNDRY PAYMENT VOUCHER

Voucher Number USBNP00109-0722 Payment Category: Sundry Payment Finance Book USB_FB

OU Address

1444, Meena Street Doha Port Doha-1444
Qatar

Payment Information

Payee NEMODIN MIYA
Pay date 25/07/2022 Exchange 1.000000 Pay Amount 3,584.00 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 SETTLEMENT OF MR. NEMODIN MIYA#3797

Instrument

Instrument No. 00007456 Instrument date 25/07/2022 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	1,000.00	Payable - Leave Salary			MR. NEMODIN MIYA#3797 UP TO 08-02-2022
		23010400003	Dr	2,500.00	Payable - Air Fare			MR. NEMODIN MIYA#3797 UP TO 08-02-2022
		42020200001	Dr	65.00	DC - Basic Salary	PROD	ARBBK	MR. NEMODIN MIYA#3797 UP TO 02-08-2022
		42020200007	Dr	19.00	DC - Food Allowance	PROD	ARBBK	MR. NEMODIN MIYA#3797 UP TO 02-08-2022

3,584.00

Authorized Signatory

Amount in Words Qatari Riyal Three Thousand Five Hundred and Eighty-Four 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: 08-03-14 To 02-08-22

102160 - 3797	LEAVE SETTLEMENT OF Mr.		NEMODIN MIYA	
TO BE RECEIVED ON	2-Aug-22	Basic Salary	QR	1,000
DEPARTMENT	Production	HRA	QR	-
DESIGNATION	Labour	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	7 Years 11 Months 0 Days	
		Leave Category	30	
		Appointment date	8-Mar-14	
		Joining/Rejoining/Encashment date	10-Mar-21	
		Payment Type	d-Pay Card	
SALARY				
BASIC SALARY				
From	1-Aug-22	to	2-Aug-22	
	2	days @ Qr	32.26	65
FOOD ALLOWANCE				
From	1-Aug-22	to	2-Aug-22	
	2.00	days @ Qr	9.68	19
LEAVE SALARY FOR 2021-2022				
BASIC SALARY				
From	10-Mar-21	to	8-Feb-22	
(335 x 30) / 335 =	30.00	days @ Qr	33.33	1,000
AIR TICKET				
Amount of air fare				
Doha-Kathmandu-Doha	Economy Class			
SELF			2,500	
Full Fare QR. 2500				
NET TOTAL				3,584
(Qrs.Three Thousand Five Hundred Eighty Four Only)				
Prepared by	Verified by	Verified by	Verified by	Verified by
Ansandeen	Wasim	Anwar Qazi	Musa Ibrahim	Sameer Mohammed
Accountant	Sr. Executive HR	Asst. Manager HR & Admin	Asst. Manager Finance	Sr. Finance Manager
Approved by				
Saheem Bhatt				
General Manager				
I, the undersigned Nemodin Miya declare that I have received with thanks from Ummsaid Bakery all my dues relating to salary and leave salary totaling Qr.3,584 (Qrs.Three Thousand Five Hundred Eighty Four 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	NEMODIN MIYA			
Signature				
Date				

State Of Qatar
Residency Permit



دولة قطر
رخصة إقامة

ID.No: 29552403936 الرقم الشخصي:

D.O.B.: 27/09/1995 تاريخ الميلاد:

Expiry: 04/03/2023 الصلاحية:

نيپال الجنسية:

Nationality: NEPAL

Occupation: عامل المهنة:

الاسم: نيمودين ميا

Name: NEMODIN MIYA

Passport Number: 06733635

Passport Expiry: 28/09/2023

Serial No: 30829552403936

Residency Type: عمل



Employer: شركة زاد القابضة (ش.م.ق.)

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:	
Full Name : <u>Alemodin miya</u>			
Job Title : <u>Helper</u>	Employee Code : <u>3797</u>		
Department : <u>Europ</u>	Business Unit :		
Leave Type			
Annual <input checked="" type="checkbox"/>	Encashment <input type="checkbox"/>	Leave Without Pay <input type="checkbox"/>	Leave With Pay <input type="checkbox"/>
Leave Information			
Leave From: <u>03/08/22</u>	Leave up to: <u>17/09/22</u>	No of Days: <u>45</u>	Return to duty date: <u>18/09/22</u>
Contact Details while on vacation			
Telephone No. :	Mobile No. : <u>+977 9861484906</u>		
Address :	Email ID :		
Backup employee during leave period based on discussion with Dept. Head: <u>Su Janlauna (4800)</u>		Signature of backup employee: <u>OK</u>	
			
		Signature of Employee	
Part 2 (Department Approval - to be filled by Department Head)			
Remarks (if any):			
<u>V.R. Pilla</u>		<u>13/07/22</u>	
Signature of Department Head		Date	
Part 3 (Leave Eligibility - to be filled by HR)			
DOJ: <u>8/3/14</u>	Total leave taken :		
Passport Expiry: <u>28/9/23</u>	QID Expiry: <u>4/3/23</u>		
Leave Passage & Dependent Details: <u>From 10/3/21 to 8/2/22</u> <u>Doha - Kathmandu - Doha economy class air</u> <u>ticket for self</u>			
			Unit - HR & Admin
Part 4 (Final Approval - to be filled by CEO/GM/VP)			
No of Days: <u>45</u>	Signature: <u>[Signature]</u>	Date: <u>17/7/22</u>	