



بنك دخان
DUKHAN BANK

Main Branch

شركات
Corporate

رقم الشيك
Cheque No. 00007860

Date 01/01/2023 التاريخ

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

إدفعوا لأمر
أو لحامله

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

المبلغ
بالحروف

رق
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

000078600101634020015100000100000792506

Umm Said Bakery

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

SUNDRY PAYMENT VOUCHER

Voucher Number USBSNP00012-0123 Payment Category: Sundry Payment Finance Book USB_FB

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 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. 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

<<<End Of Report>>>

ص.ب: ١٤٤٤، الدوحة، قطر. الهاتف: ٥٠٠٠ ٤٤٤١ +٩٧٤، الفاكس: ٤٩٧٣ ٤٤٣١ +٩٧٤ | سجل تجاري رقم: ٤٣٩٧٢
P.O. Box: 1444, Doha, Qatar. Tel.: +974 4441 5000, Fax: +974 4431 4973, E-mail: info@qbake.qa | Website: www.qbake.qa | C.R. No.: 43972

ZAD HUMAN RESOURCES



شركة زاد القابضة
Zad Holding Company

Leave Requisition Form

Part 1 (To be filled by Employee)

Date of Initiation:

Full Name : Ashish Lama

Job Title : Marketing Assistant

Employee Code : 6184

Department : Production Morabik Poliline

Business Unit : Ummsaid Bakery

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: 29/12/19

Total leave taken :

Passport Expiry : —

QID Expiry : —

Leave Passage & Dependent Details:

From 30/06/21 To 29/11/22 - 31.56

Doha - Kathmandu - Doha

Economy Class Air Ticket for self.

Unit - HR & Admin

Part 4 (Final Approval - to be filled by CEO/GM/VP)

No of Days :

Signature :

Date :