

Umm Said Bakery

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

SUNDRY PAYMENT VOUCHER

Voucher Number USBSNP00035-0722 Payment Category: Sundry Payment Finance Book USB_FB

OU Address

1444, Meena Street Doha Port Doha-1444
Qatar

Payment Information

Payee ABDEL AZIZ IBRAHIM HUSSEIN OTHMAN
Pay date 17/07/2022 Exchange 1.000000 Pay Amount 4,476.00 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. MOHAMED ASHIK# 4531

Instrument

Instrument No. 00007442 Instrument date 17/07/2022 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	1,500.00	Payable - Leave Salary			MR. MOHAMED ASHIK# 4531 UP TO 03-05-2022
		23010400003	Dr	2,250.00	Payable - Air Fare			MR. MOHAMED ASHIK# 4531 UP TO 03-05-2022
		44020200001	Dr	726.00	SM - Basic Salary	LSALE	EURBK	MR. MOHAMED ASHIK# 4531 UP TO 15-07-2022


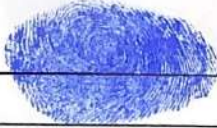
4,476.00

Authorized Signatory

Amount in Words Qatari Riyal Four Thousand Four Hundred and Seventy-Six Only

<<<End Of Report>>>

Service Period From: 02-06-16 To 15-07-22

103515 - 4531	LEAVE SETTLEMENT OF Mr.		MOHAMED ASHIK MOHAMED AMEEN	
TO BE RECEIVED ON	15-Jul-22	Basic Salary	QR	1,500
DEPARTMENT	Sales	HRA	QR	-
DESIGNATION	Van Salesman	Transport Allowance	QR	-
		Telephone Allowance	QR	-
		Cost of Living Allowance	QR	-
		Food Allowance	QR	-
		Other Allowance	QR	-
		Total Package	QR	1,500
		Service Duration	5 Years 11 Months 1 Days	
		Leave Category	30	
		Appointment date	2-Jun-16	
		Joining/Rejoining/Encashment date	2-Jun-21	
		Payment Type	d-Pay Card	
SALARY				
BASIC SALARY				
From	1-Jul-22	to	15-Jul-22	
	15	days @ Qr	48.39	726
LEAVE SALARY FOR 2021-2022				
BASIC SALARY				
From	2-Jun-21	to	3-May-22	
(335 x 30) / 335 =	30.00	days @ Qr	50.00	1,500
AIR TICKET				
Amount of air fare	Economy Class			
Doha-Colombo-Doha				
SELF				2,250
Full Fare QR. 2250				
NET TOTAL				4,476
(Qrs.Four Thousand Four Hundred Seventy Six Only)				
Prepared by	Verified by	Verified by	Verified by	Verified by
Ansardeen	Wasim	Anwar Qazi	Musa Ibrahim	Sameer Mohammed
Accountant	Sr. Executive HR	Asst. Manager HR & Admin	Asst. Manager Finance	Sr. Finance Manager
				Approved by
				Saheem Bhat
				General Manager
I, the undersigned Mohamed Ashik Mohamed Ameen declare that I have received with thanks from Ummsaid Bakery all my dues relating to salary and leave salary totaling Qr.4,476 (Qrs.Four Thousand Four Hundred Seventy Six 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	MOHAMED ASHIK MOHAMED AMEEN			
Signature				
Date				

State Of Qatar
Residency Permit



دولة قطر
رخصة إقامة

ID.No: 27214408643 الرقم الشخصي:

D.O.B.: 24/12/1972 تاريخ الميلاد:

Expiry: 30/05/2022 الصلاحية:

سريلانكا الجنسية:

Nationality: SRILANKA

Occupation: سائق المهنة:



الاسم: محمد اشيك محمد امين

Name: MOHAMED ASHIK MOHAMED AMEEN

Passport Number: N5968716 رقم جواز السفر:

Passport Expiry: 21/01/2025 تاريخ انتهاء الجواز:

Serial No: 30927214408643 الرقم الممثل:

Residency Type: عمل نوع الرخصة:

Employer: مخبز امسيد المستفيد:

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: 02.07.2022

Full Name : Mohamed Aashik MA ✓

Job Title : Van salesman

Employee Code : 4531 ✓

Department : Sales

Business Unit : Bakery

Leave Type

Annual [✓]

Encashment []

Leave Without Pay []

Leave With Pay []

Leave Information

Leave From: 16.07.22

Leave up to : 15.08.22

No of Days : 30

Return to duty date: 16.08.22

Contact Details while on vacation

Telephone No. :

Mobile No. : +94 332289824

Address : Thihariya, Srilanka

Email ID :

Backup employee during leave period based on discussion with Dept. Head:

Rishad - K

Signature of backup employee:





Signature of Employee

Part 2 (Department Approval – to be filled by Department Head)

Remarks (if any):

Leave can be approved for 30 days, c.o.f. 16.07.2022

Signature of Department Head

Date

03.07.2022

Part 3 (Leave Eligibility – to be filled by HR)

DOJ: 21.6.16

Total leave taken :

Passport Expiry: 21.1.25

QID Expiry: 30.5.23

Leave Passage & Dependent Details:

From 21.6.21 to 31.5.22
Doha-colombo-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 :



UMM SAID BAKERY
Cash Payment Voucher

Ref No: _____

Date: 14/7/22		Amount: : QR 4,476/-
To: Mohamed Ashik - US31		Requested by  14/7/22
Being: Leave settlement.		
Approved By:  14.7.22	Paid By: Ansan Jom  14/08/22	Received by Name & Signature 

Enclosure requested – QID copy of the receiver