

**Umm Said Bakery**

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

**SUNDRY PAYMENT VOUCHER**

Voucher Number USBNP00021-0722 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 06/07/2022 Exchange 1.000000 Pay Amount 3,552.00 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. SADAM HUSEN#5979

**Instrument**

Instrument No. 00007433 Instrument date 06/07/2022 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	1,052.00	Payable - Leave Salary			MR. SADAM HUSEN#5979 UP TO 06-07-2022
		23010400003	Dr	2,500.00	Payable - Air Fare			MR. SADAM HUSEN#5979 UP TO 06-07-2022

3,552.00

Authorized Signatory

Amount in Words Qatari Riyal Three Thousand Five Hundred and Fifty-Two Only

<<<End Of Report>>>



D.O.B.: 03/03/1996

تاريخ الميلاد:

Expiry: 28/07/2022

الصلاحية:

نيبال

الجنسية:

Nationality: NEPAL

Occupation: عامل

المهنة:

الاسم: صدم حسين

Name: SADAM HUSEN



Passport Number:

07998037

رقم جواز السفر:

Passport Expiry:

26/10/2024

تاريخ انتهاء الجواز:

Serial No:

30329652436670

الرقم المسلسل:

Residency Type:

عمل

نوع الرخصة:

Employer:

شركة مطاحن الدقيق القطريه

المستقدم:

مدير عام الإدارة العامة للجوازات

توقيع حامل البطاقة

General Director of the

Holder's signature

Directorate of Passports




Sadam





**Leave Requisition Form**

<b>Part 1 ( To be filled by Employee )</b>		<b>Date of Initiation:</b> 31.05.2022	
Full Name :	Saddam Husen		
Job Title :	Sales Asisit	Employee Code :	5979
Department :	SALES	Business Unit :	Q.BAKE
<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:		
			
		<p>Saddam</p> <p>Signature of Employee</p>	
<b>Part 2 (Department Approval – to be filled by Department Head )</b>			
Remarks (if any):			
Encashment can be approved if due.			
Signature of Department Head		Date: 02-06-2022	
<b>Part 3 ( Leave Eligibility – to be filled by HR)</b>			
DOJ : 04/08/19	Total leave taken :		
Passport Expiry : -	QID Expiry : -		
Leave Passage & Dependent Details:			
From 04/02/21 To 06/07/22-31.56,			
Doha-Kathmandu-Doha			
Economy Class for Ticket for self.			
Unit – HR & Admin			
<b>Part 4 ( Final Approval – to be filled by CEO/GM/VP)</b>			
No of Days :	Signature :	Date : 06/06/22	

## **Mohomad Ansandeen Buharideen**

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**From:** Nishad Aboobackar  
**Sent:** Wednesday, July 6, 2022 9:46 AM  
**To:** Musa Ibrahim  
**Cc:** Sameer Mohammed; Mohomad Ansandeen Buharideen  
**Subject:** Leave Settlement, Sadam Husen, 5979

Dear Musa,

Requesting your support to process and release the leave settlement for Sadam Husen, 5979, on priority.

Employee is leaving for vacation and requested for his settlement money.

Kindly support.

Thanks & Regards,

Nishad Aboobackar  
Manager - Field Sales



### **Ummsaid Bakery**

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

P O Box – 1444, Doha - Qatar

Tel: +974 44489626 | Mobile : +974 50413788 | Fax: +974 44439751

Email: [nishad@qbake.qa](mailto:nishad@qbake.qa) | Web: [www.qbake.qa](http://www.qbake.qa)


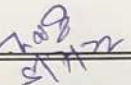

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**UMM SAID BAKERY**  
**Advance - Cash Payment Voucher**

Ref No:.....

Date: 05/07/2022	Amount: QAR. 3552/-	
Amount in Words: (QAR)	Three thousand five hundred fifty two only	
Name: Sadam Husen #5979	Requested by 	
Being: Leave Encashment of Mr. Sadam Husen *		
Approved by: 	Paid by: Angadwan 	Received by Name & Signature Sadam
Note:- Advance need to be settled within 7 days.		

Enclosure requested - QID copy of the receiver

Dear Sir, As per Sales Manager request, the encashment processed through cash as the employee going on leave before Eid holidays