



Ummsaid Bakery Qatar
 Al Meena Street
 P.O Box 1444 Doha Qatar
 E-mail: info@qbake.qa



Payment Advice			Payment Date : 27.04.2023				
Document Number : 2360000380							
GL Account :			Exchange rate :				
Payee Name :			Remarks :	LE PREMLAL B K #5368			
			Payment Method :				
Ref.Document.no	Document Date	Document Amount	Other Deduction	Net Amount	Curr		
00009616	27.04.2023	1,109.00	0.00	1,109.00	QAR		
		1,109.00	0.00	1,109.00	QAR		
Payment Detail(s)							
Bank's Name / A/c No.	Cheque Number	Instrument Date	Amount	Currency			
DUKHAN BANK	00009616	27.04.2023	1,109.00	QAR			
100000792506		Total :	1,109.00	QAR			
Amount in words : Qatari Riyal One Thousand One Hundred Nine Only							
Kindly acknowledge the receipt Thanking You							
Prepared By		Verified By		Authorized By			
Document Date/Time:27.04.2023/10:19:17		29 APR 2020		Receiver's Signature			

Service Period From: 26-10-22 To 16-04-23

LEAVE ENCAHMENT	USB	OF Mr.PREMLAL B K
UPTO		16-Apr-23
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	-
Total Package	QR	1,300
Service Duration	4 Years 11 Months 22 Days	
Leave Category	21	
Appointment date	25-Apr-18	
Joining/Rejoining/Encashment date	28-Oct-22	
Payment Type	d-Pay Card	

LEAVE ALLOWANCE

From	26-Oct-22	to	16-Apr-23
(172 x 21) / 344 =	10.50	days @ QR	33.33

HOUSE RENT ALLOWANCE

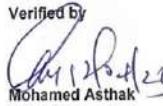
From	26-Oct-22	to	16-Apr-23
10.50	days @ QR	-	0

AIR TICKET PRORATA BASIS

Amount of air fare		759
Doha-Kathmandu-Doha	Economy Class	
Self		
Full Fare QR. 2280		

NET TOTAL

(Qrs. One Thousand One Hundred Nine Only)

Prepared by	Verified by	Verified by	Verified by	Approved by
 Anasudeen Accountant	 Anwar Qazi Manager HR & Admin	 Mohamed Asthak Chief Accountant	 Sameer Mohammed Sr. Finance Manager	 Sameem Chat General Manager

I, the undersigned Premlal B K declare that I have received with thanks from Ummsaid Bakery all my dues relating to salary and leave salary totaling Qr.1,109(Qrs. One Thousand One Hundred Nine 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 PREMLAL B K

Signature



Date



State Of Qatar
Residency Permit



دولة قطر
رخصة إقامة

ID.No: 29052444963 الرقم الشخصي:

D.O.B.: 04/07/1990 تاريخ الميلاد:

Expiry: 22/04/2023 الصلاحية:

نيبال الجنسية:

Nationality: NEPAL

Occupation: عامل المهمة:

الاسم: بريملال بي كي لاكسى كامي بي كي



Name: PREMLAL BK LAXI KAMI BK

Passport Number: 10542012 رقم جواز السفر:

Passport Expiry: 09/09/2027 تاريخ انتهاء الجواز:

Serial No: 30429052444963 الرقم المسلسل:

Residency Type: عمل نوع الرخصة:

Employer: شركه مطابن النفق القطري المستخدم:

مدير عام الإدارة العامة للجوازات
General Director of the General
Directorate of Passports

توقيع حامل البطاقة
Holder's signature

PRE M





Leave Requisition Form

Part 1 (To be filled by Employee)

Date of Initiation:

Full Name : Premal B.K.	
Job Title : Helper	Employee Code : 5368
Department : Production	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:
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Contact Details while on vacation

Telephone No. :	Mobile No. :
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Address :	Email ID :
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Backup employee during leave period based on discussion with Dept. Head:



Signature of Employee

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

Remarks (if any):

28/03/23

Date

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

DOJ: 25/4/18	Total leave taken:
Passport Expiry: -	QID Expiry: -

Leave Passage & Dependent Details:

From 26/10/22 To 16/4/23 - 10.50

Doha - Kathmandu - Doha

Economy class Air Ticket for 50/-

28/03/23

Unit - HR & Admin

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

No of Days :	Signature :	Date : 29.3.23.
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