

بنك دخان DUKHAN BANK

Main Branch شركات Corporate

رقم الشيك  
Cheque No. 00010019

التاريخ Date 16-Apr-2024

Pay to the order of \*\* SHYAM BAHADUR B K \*\*  
or bearer

Amount \*\* FOUR THOUSAND FOUR HUNDRED TWENTY NINE ONLY  
in words المبلغ بالحرروف رقم QR 4,429.00

\*\*

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

0001001901634020015100000100000792506

## PAYMENT ADVICE

Ummsaid Bakery Qatar

Al Meena Street

P.O. BOX: 1444 Doha Qatar

Email : info@qbake.qa



PAYEE NAME : SHYAM BAHADUR B K

Paym Date: 16.04.2024

105764

Doc.No: 2434013290

SHYAM BAHADUR B K

Payment Method :

Doha-Doha

Exch.rate:

Remarks: LS SHYAM BAHADUR#6047

| Ref. Doc. No | Posting Date | DC Type      | Sup. Doc. No | Sup. Doc. Date | Currency    | Doc Amount | Adjustment | Pay. Amount |
|--------------|--------------|--------------|--------------|----------------|-------------|------------|------------|-------------|
| 2433000550   | 16.04.2024   | KR           | 00010019     | 16.04.2024     | QAR         | 4,429.00   | 0.00       | 4,429.00    |
| Total        |              |              |              |                | QAR         | 4,429.00   | 0.00       | 4,429.00    |
| Bank Name    |              | A/C No.      |              | Cheque No      | Cheque Date | Currency   | Amount     | Remarks     |
| DUKHAN BANK  |              | 100000792506 |              | 00010019       | 16 Apr 2024 | QAR        | 4,429.00   |             |

Amount in Words : Qatari Riyal Four Thousand Four Hundred Twenty-Nine Only

Created

Verified

Authorised

### Receiver's Details

Kindly Acknowledge the receipts

Name :

Signature :

### Payment Request Approvals

| Pay. Req. Ref | PR Date | Creator | Level 1 | Level 2 | Level 3 | Level 4 | Level 5 |
|---------------|---------|---------|---------|---------|---------|---------|---------|
|               |         |         |         |         |         |         |         |

| Service Period From: 11-09-19 To 20-04-24  |  |   |   |   |  |
|--|--|---|---|---|--|
| 105764 - 6047  | LEAVE SETTLEMENT OF Mr.  | USB   | SHYAM BAHADUR B K   |   |  |
| TO BE RECEIVED ON  | 20-Apr-24  | 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  | -   |  |
|  |  | <b>Total Package</b>  | QR  | 1,300   |  |
|  |  | Service Duration  | 4 Years 6 Months 30 Days  |   |  |
|  |  | Leave Category  | 21  |   |  |
|  |  | Appointment date  | 11-Sep-19   |   |  |
|  |  | Joining/Rejoining/Encashment date   | 10-Oct-22   |   |  |
|  |  | Payment Type  | d-Pay Card  |   |  |
| <b>SALARY</b>  |  |   |   |   |  |
| <b>BASIC SALARY</b>  |  |   |   |   |  |
| From   | 1-Apr-24   | to  | 20-Apr-24   |   |  |
|  | 20   | days @ QR   | 33.33   | 667   |  |
| <b>FOOD ALLOWANCE</b>  |  |   |   |   |  |
| From   | 1-Apr-24   | to  | 20-Apr-24   |   |  |
|  | 20.00  | days @ QR   | 10.00   | 200   |  |
| <b>LEAVE SALARY</b>  |  |   |   |   |  |
| <b>BASIC SALARY</b>  |  |   |   |   |  |
| From   | 10-Oct-22  | to  | 10-Apr-24   |   |  |
| ( 517 x 21 ) / 344 =   | 31.56  | days @ QR   | 33.33   | 1,052   |  |
| <b>AIR TICKET</b>  |  |   |   |   |  |
| Amount of air fare   |  |   |   |   |  |
| Doha-Kathmandu-Doha  | Economy Class  |   |   |   |  |
| SELF   |  |   |   |   |  |
| Full Fare QR. 2510   |  |   |   |   |  |
| <b>NET TOTAL</b>   |  |   |   |   |  |
| ( Qrs. Four Thousand Four Hundred Twenty Nine Only )   |  |   |   |   |  |
| Prepared by<br><br><i>ABD</i><br>Ansandeen<br>Accountant   | Verified by<br><br><i>ANWAR QAZI</i><br>Anwar Qazi<br>Manager HR & Admin | Verified by<br><br><i>FAHAD AHMAD</i><br>Fahad Ahmad<br>Assistant Manager - Finance | Verified by<br><br><i>SAMEER MOHAMMED</i><br>Sameer Mohammed<br>Sr. Finance Manager | Approved by<br><br><i>ADNAN MEERJI</i><br>Adnan Meerji<br>General Manager |  |
| I, the undersigned Shyam Bahadur B K declare that I have received with thanks from Ummsaid Bakery all my dues relating to salary and leave salary totaling QR. 4,429 ( Qrs. Four Thousand Four Hundred Twenty 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   | SHYAM BAHADUR B K  |   |   |   |  |
| Signature  |  |   |   |   |  |
| Date   |  |   |   |   |  |


**Leave Requisition Form**
**Part 1 (To be filled by Employee)**

Date of Initiation: 17-03-2024

|   |   |  |  |
|---|---|--|--|
| Full Name   | : SHYAM BAHADUR                         |  |  |
| Job Title   | : LABOR                                 | Employee Code                                  | : 6047   |
| Department  | : Production                            | Business Unit                                  | : United Bakeries                                      |
| <b>Leave Type</b>   |   |  |  |
| Annual [ <input checked="" type="checkbox"/> ]  | Encashment [ <input type="checkbox"/> ] | Leave Without Pay [ <input type="checkbox"/> ] | Leave With Pay [ <input checked="" type="checkbox"/> ] |
| <b>Leave Information</b>  |   |  |  |
| Leave From: 21.04.24  | Leave up to: 03.06.24                   | No. of Days: 45                                | Return to duty date: 04.06.24                          |
| <b>Contact Details while on vacation</b>  |   |  |  |
| Telephone No. :   | Mobile No. : +9779811590975             |  |  |
| Address: Palpa hung gajri Nepal 01  |   | Email ID :Shyam palpali02@gmail.com            |  |
| Backup employee during leave period based on discussion with Dept. Head:  | Signature of backup employee:           |  |  |
| 6690 Adman  | Adman                                   | 6690   | 6690   |
| <i>on leave</i>   | <i>RECEIVED</i>                         | <i>01 APR 2024</i>                             | <i>RECEIVED</i>  |
|   |   |  |  |

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

|                              |                 |
|------------------------------|-----------------|
| Remarks (if any):            | <i>17/03/24</i> |
| Signature of Department Head | Date            |

**Part 3 (Leave Eligibility – to be filled by HR) \*31 Days dohyon from Vacation.**

|                          |                      |
|--------------------------|----------------------|
| DOJ: 11/09/19            | Total leave taken :- |
| Passport Expiry: 14/3/22 | QID Expiry: 28/8/24  |

## Leave Passage &amp; Dependent Details:

From 10/04/24 To 10/04/24 - 31.56 days

Doha - Kathmandu - Doha

Economy Class Air Ticket for SoY.

*18/3/24*

Unit - HR &amp; Admin

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

|              |             |           |        |
|--------------|-------------|-----------|--------|
| No of Days : | Signature : | <i>JK</i> | Date : |
|--------------|-------------|-----------|--------|



**Residency Permit**

دورة تصر  
رخصة إقامة

|                       |             |                |   |
|-----------------------|-------------|----------------|---|
| D.No:                 | 29252442302 | الرقم الشخصي:  |  |
| D.O.B.:               | 28/10/1992  | تاريخ الميلاد: |   |
| Expiry:               | 28/08/2024  | الصلاحية:      |   |
| Nationality:          | NEPAL       | الجنسية:       |   |
| Occupation:           | عامل        | المهنة:        |   |
| الاسم: سالم بهادر ب ك |             |                |   |

Name: SHYAM BAHADUR B K

|   |                                       |                    |
|---|---------------------------------------|--------------------|
| assport Number  | PA0190326                             | رقم جواز السفر:    |
| assport Expiry  | 14/03/2032                            | تاريخنتهاء الجواز: |
| erial No.   | 30529252442302                        | الرقم المسجل:      |
| residency Type:   | عمل                                   | نوع الرخصة:        |
| mployer:  | الشركة المطرية للمطاعم الفطانية فودكو | المستلم:           |
| مدير عام الادارة العامة لجوازات                         | توقيع حامل البطاقة                    |                    |
| eneral Director of the General Directorate of Passports | Holder's signature                    |                    |

