



بنك دخان  
DUKHAN BANK

SECURITY PRINTING PRESS

Main Branch

شركات  
Corporate

رقم الشيك  
Cheque No.  
00009647

04-May-2023

التاريخ

Date

Pay to the order of \*\* RAMESH CHANDRA DAS \*\*  
or bearer

إدفعوا لأمر  
أو لحامله

Amount \*\* THREE THOUSAND FIFTY TWO ONLY \*\*  
in words

المبلغ  
بالدرر

ر.ق  
Q.R

3,052.00

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 أدسفل الخط

00009647 016340200150 00000100000792506

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



### Payment Advice

Payment Date : 04.05.2023

Document Number : 2360000426

GL Account :

Payee Name :

Exchange rate :

Remarks : LE RAMESH  
 CHANDRA#6529

Payment Method :

Ref.Document.no	Document Date	Document Amount	Other Deduction	Net Amount	Curr
00009647	04.05.2023	3,052.00	0.00	3,052.00	QAR
		3,052.00	0.00	3,052.00	QAR

### Payment Detail(s)

Bank's Name / A/c No.	Cheque Number	Instrument Date	Amount	Currency
DUKHAN BANK	00009647	04.05.2023	3,052.00	QAR
100000792506		Total :		3,052.00
				QAR

Amount in words : Qatari Riyal Three Thousand Fifty-Two Only

Kindly acknowledge the receipt  
 Thanking You

Prepared By

Verified By

Authorized By

Receiver's Signature

Document Date/Time: 04.05.2023/16:17:13

Service Period From: 30-10-21 To 31-03-23

LEAVE ENCAHMENT	USB	OF Mr.RAMESH CHANDRA DAS
UPTO	31-Mar-23	106396 - 6529
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	-
<b>Total Package</b>	<b>QR</b>	<b>1,300</b>
Service Duration	1 Years 5 Months 1 Days	
Leave Category	21	
Appointment date	30-Oct-21	
Joining/Rejoining/Encashment date	30-Oct-21	
Payment Type	d-Pay Card	

<b>LEAVE ALLOWANCE</b>				<b>Qr</b>
From	30-Oct-21	to	31-Mar-23	
( 517 x 21 ) / 344 =	31.56	days @ Qr	33.33	1,052
<b>HOUSE RENT ALLOWANCE</b>				
From	30-Oct-21	to	31-Mar-23	
	31.56	days @ Qr	-	0
<b>AIR TICKET</b>				
Amount of air fare				2,000
Doha-Kathmandu-Doha				
Self				
Full Fare QR. 2000				
<b>NET TOTAL</b>				<b>3,052</b>
<b>( Qrs.Three Thousand Fifty Two Only )</b>				

Prepared by  
30/04/2023  
Abusandeen  
Accountant

Verified by  
Agwar Qazi  
Manager HR & Admin

Verified by  
Mohamed Asthak  
Chief Accountant

Verified by  
07 MAY 2023  
Sameer Mohammed  
Sr. Finance Manager

Approved by  
Saheem Bhat  
General Manager

I, the undersigned Ramesh Chandra Das declare that I have received with thanks from Ummsaid Bakery all my dues relating to salary and leave salary totaling Qr.3,052( Qrs.Three Thousand Fifty Two 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 RAMESH CHANDRA DAS

Signature

Date



**State Of Qatar  
Residency Permit**

# دُوَلَةُ قَطَرِ رِخْصَةُ إِقَامَةٍ

ID.No:	29252423059	الرقم الشخصي:	
D.O.B.:	09/08/1992	تاريخ الميلاد:	
Expiry:	26/10/2022	الصلاحية:	
Nationality:	نيبال	الجنسية:	
Occupation:	عامل	المهنة:	
الاسم: راميش شاندرا داس			

Name: RAMESH CHANDRA DAS

Passport Number:	08842387	رقم جواز السفر:
Passport Expiry:	30/05/2025	تاريخ انتهاء الجواز:
Serial No:	30129252423059	الرقم المعملي:
Residency Type:	عمل	نوع الرخصة:
Employer:	الشركة القطرية للصناعات الغذائية ( فونكو )	المستقدم:
General Director of the General Directorate of Passports	مدير عام الادارة العامة للجوازات	توقيع حامل البطاقة
		Holder's signature

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

توقيع حامل البطاقة  
Holder's signature

186

Rough



### Leave Requisition Form

Part 1 (To be filled by Employee)		Date of Initiation: 18 <sup>th</sup> April 23	
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Full Name	: Ramesh Chandra Das		
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Job Title	: Cleaner	Employee Code	: 6529
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Department	: HR & Admin	Business Unit	: Ummsaid Bakery
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Leave Type			
Annual [ ]	Encashment <input checked="" type="checkbox"/>	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
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Part 3 (Leave Eligibility – to be filled by HR)			
DOJ : 30/10/21	Total leave taken :		
Passport Expiry : —	QID Expiry : —		

Leave Passage & Dependent Details:

From 30/10/21 To 31/3/23 - 31.5b

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 :	28/4/23