

11000099151101634020015110000010000079250611

PAYMENT ADVICE

Ummsaid Bakery Qatar

Al Meena Street

P.O. BOX: 1444 Doha Qatar

Email info@qbake.qa



PAYEE NAME : RAM BABU YADAV

104572

RAM BABU

Doha-Doha

Paym Date: 17.12.2023

Doc.No: 2334044524

Payment Method :

Exch.rate:

Remarks:

Ref. Doc. No	Posting Date	DC Type	Sup. Doc. No	Sup. Doc. Date	Currency	Doc Amount	Adjustment	Pay. Amount
2333002629	17.12.2023	KR	00009915	17.12.2023	QAR	13,108.00		13,108.
Total						13,108.00	0.00	13,108.

Bank Name	AC No.	Cheque No	Cheque Date	Currency	Amount	Remarks
DUKHAN BANK	100000792506	00009915	Dec 17, 2023	QAR	13,108.00	

Amount in Words : Qatari Riyal Thirteen Thousand One Hundred Eight 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

Resigned into - 7/04/23

FULL AND FINAL SETTLEMENT OF Mr.		Service Period From: 22-03-18 To 25-12-23	
TO BE RECEIVED ON	USB	RAM BABU	104572 - 5287
DEPARTMENT		25-Dec-23	
DESIGNATION		Production	
		Labour	
Basic Salary HRA Transport Allowance Telephone Allowance Cost of Living Allowance Food Allowance Other Allowance Total Package Service Duration Leave Category Appointment date Joining/Rejoining/Encashment date Payment Type		QR QR QR QR QR QR QR QR 5 Years 9 Months 3 Days 30 22-Mar-18 22-Mar-21 d-Pay Card	1,000 - - - - 300 - 1,300 - - - -
SALARY			
BASIC SALARY	From	1-Dec-23	to 25-Dec-23
FOOD ALLOWANCE	25	days @ Qr	32.26
	From	1-Dec-23	to 25-Dec-23
	25.00	days @ Qr	9.68
OVERTIME & COMMISSION			
OVERTIME	Hours	Amount	
Normal	Nov-23 104	Dec-23 84	Nov-23 541.67
Holiday	48	46	Dec-23 437.50
			300.00
			287.50
			1,567
LEAVE SALARY			
BASIC SALARY	From	22-Mar-21	to 21-Aug-22
(517 x 21) / 344 =	31.56	days @ Qr	33.33
			1,052
BASIC SALARY	From	21-Sep-22	to 12-Mar-23
(172 x 21) / 344 =	10.50	days @ Qr	33.33
			350
AIR TICKET	Amount of air fare	August-22 Economy Class	
Doha-Kathmandu-Doha	SELF		
Full Fare QR. 1800			1,800
PRO-RATA LEAVE SALARY			
BASIC SALARY	From	22-Mar-23	to 25-Dec-23
(274 x 30) / 335 =	24.54	days @ Qr	33.33
			818
AIR TICKET	Amount of air fare	March-23	
Doha-Kathmandu	SELF		
Full Fare QR. 2000			665
AIR TICKET EXIT	Amount of air fare	December-23	
Doha-Kathmandu	SELF		
Full Fare QR. 1150			1,150
END OF SERVICE BENEFITS			
From	22-Mar-2018 to	25-Dec-2023	
(2105 Days)			4,658
(1000 x 21 / 25 x 2105/ 365)			
Less: Recovery on account of loan and advances paid for expenses as per attached working.			
Less: Unauthorized absenteeism 00 day in 2023.			
(Qrs. Thirteen Thousand One Hundred Eight Only)			
NET TOTAL			13,108
Prepared by	Verified by	Verified by	Approved by
Ansardeen	Anwar Qazi	Mohamed Asthak	Sameer Mohammed
Accountant	Manager HR & Admin	Chief Accountant	Sr. Finance Manager
I, the undersigned Ram Babu declare that I have received with thanks from Ummal Bakery all my dues relating to salary, leave salary and end of service totaling Qr.13,108(Qrs.Thirteen Thousand One Hundred Eight 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 Ummal 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	RAM BABU		
Signature	_____		
Date	_____		

Ref: CHR/F3RA/23/126

Dated: 6th December 2023

To,

Mr. Ram Babu Yadav
Bakery Division
Labour - Production
Emp. Code: 5267

Subject : **ACCEPTANCE OF YOUR RESIGNATION**



Dear Ram Babu,

This refers to your resignation letter from the company's services.

The Management hereby accepts your resignation. You will be relieved from your responsibilities with effect from the closing hours of 25th December 2023.

You are requested to collect your final settlement after submitting the required internal clearance form to the Finance department.

Anjum Hussain Abedi
Senior Manager - HR & Admin






Saheem Ahmed Bhat
General Manager

CC:

- Production department
- HR & Admin
- Finance department

Attachments: Internal clearance form.

Internal Clearance FormDate of Initiation: 11th December 2023

Full Name : Ram Babu Yadav				
Job Title : Labour		Employee Code : 5267		
DOJ : 22 nd March 2018		Last working day : 25 th December 2023		
Department : Production		Business Unit : United Bakeries		
Reporting to : Abdul Rashid Abdulla		Date of leaving :		
Particulars	Condition Of Return	Recoveries If Any	Charge Taken By	Signature Of Head Of Department
DEPARTMENT				
<ul style="list-style-type: none"> Files/Register/Documents Manuals Tools Safety Equipment 				 11/12/23
IT				
<ul style="list-style-type: none"> Computer / Laptop Flash Drive Email ID Deactivation Mobile Handset Sim Card Telephone ERP login 	-	-	-	-
WORKSHOP				
<ul style="list-style-type: none"> Vehicle Traffic Violation 	-	-	-	-
PROCUREMENT				
<ul style="list-style-type: none"> Fuel tag 	-	-	-	-
STORES				
HR/ADMINISTRATION				
<ul style="list-style-type: none"> Company Accommodation Health Card Insurance Card Employee ID Card Legal Case 	N / A Will not be renewed online. N / A Will be canceled on LWD. N / A	From 22/3/21 To 25/12/23 		
FINANCE				
<ul style="list-style-type: none"> Advance Company Loan Company Credit Card Any Other Bank Related <ul style="list-style-type: none"> Personal Loan Credit Card 	NO dues  14/12/23			 15/12/23

Signature (Employee): -

Unit - HR: - Anwar Qazi

State Of Qatar
Residency Permit



دولة قطر
رخصة إقامة

ID.No: 28252446205 الرقم الشخصي:
D.O.B.: 08/06/1982 تاريخ الميلاد:
Expiry: 18/03/2023 الصلاحية:



Nationality: NEPAL الجنسية:
Occupation: عامل المهنة:

الاسم: رام بابو ياداف

Name: RAM BABU YADAV

Passport Number: 07650278
Passport Expiry: 19/07/2024
Serial No: 30428252446205
Residency Type: عمل
Employer: مخبز امسعيد

رقم جواز السفر:
تاريخ انتهاء الجواز:
الرقم الممثل:
نوع الرخصة:
المستقدم:

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

توقيع حامل البطاقة
Holder's signature

رام بابو ياداف

