



بنك دخان  
DUKHAN BANK

Main Branch

شركات  
Corporate

رقم الشيك  
Cheque No.

00009645

04-May-2023

Date التاريخ

Pay to the order of or bearer \*\* NETRA BAHADUR BAGALE \*\*

إدفعوا لأمر  
أو لحامله

Amount \*\* ONE THOUSAND ONE HUNDRED NINE ONLY \*\*  
in words

المبلغ  
بالحروف

رق  
Q.R

1,109.00

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

000096450101634020015100000100000792506

Ummsaid Bakery Qatar

Al Meena Street

P.O Box 1444 Doha Qatar

E-mail: info@qbake.qa

كيوبيك  
Qbake

**Payment Advice**

**Payment Date : 04.05.2023**

**Document Number : 2360000424**

**GL Account :**

**Payee Name :**

**Exchange rate :**

**Remarks : 5365**

**Payment Method :**

Ref.Document.no	Document Date	Document Amount	Other Deduction	Net Amount	Curr
00009645	04.05.2023	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	00009645	04.05.2023	1,109.00	QAR
100000792506		<b>Total :</b>	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

Receiver's Signature

Document Date/Time:04.05.2023/16:16:43

**Ummsaid Bakery**

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

**كيوبيك  
Qbake****مخبز مسعيد**

(مملوك لشركة زاد القابضة ش.م.ق.ع.)

Service Period From: 24-10-22 To 14-04-23			
LEAVE ENCASHMENT	USB	OF Mr.NETRA BAHADUR BAGALE	
UPTO		14-Apr-23	104680 - 5365
DEPARTMENT		Sales	
DESIGNATION		Sales Assistant	

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	4 Years 11 Months 20 Days	
Leave Category	21	
Appointment date	25-Apr-18	
Joining/Rejoining/Encashment date	24-Oct-22	
Payment Type	d-Pay Card	

<b>LEAVE ALLOWANCE</b>			
From	24-Oct-22	to	14-Apr-23
	( 172 x 21 ) / 344 =		10.50 days
	10.50	days @ Qr	33.33
			350





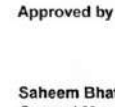
  

<b>HOUSE RENT ALLOWANCE</b>			
From	24-Oct-22	to	14-Apr-23
	10.50	days @ Qr	-
			0

<b>AIR TICKET PRORATA BASIS</b>			
Amount of air fare			759
Doha-Kathmandu-Doha	Economy Class		
Self			
Full Fare QR. 2280			
<b>NET TOTAL</b>			<b>1,109</b>

( Qrs.One Thousand One Hundred Nine Only )

Prepared by	Verified by	Verified by	Verified by	Approved by
 <b>Anwar Qazi</b> Accountant	 <b>Mohamed Asthak</b> Manager HR & Admin	 <b>Sameer Mohammed</b> Chief Accountant	 <b>Saheem Bhat</b> Sr. Finance Manager	 <b>Saheem Bhat</b> General Manager

I, the undersigned Netra Bahadur Bagale 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	NETRA BAHADUR BAGALE
Signature	_____
Date	_____



State Of Qatar  
Residency Permit



دولة قطر  
رخصة إقامة

ID.No: 28552451488 الرقم الشخصي:  
D.O.B.: 02/04/1985 تاريخ الميلاد:  
Expiry: 22/04/2023 الصلاحية:

نيبال

الجنسية:

Nationality: NEPAL

Occupation: عامل

المهنة:

الاسم: نيترا بهادور باغالي

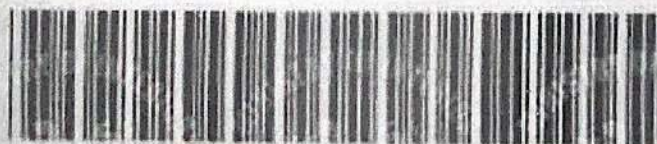


Name: NETRA BAHADUR BAGALE

Passport Number: 09144629 رقم جواز السفر:  
Passport Expiry: 02/09/2025 تاريخ انتهاء الجواز:  
Serial No: 30428552451488 الرقم الممثل:  
Residency Type: عمل نوع الرخصة:  
Employer: شركة مطاحن الدقيق القطرية المتقدم:



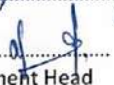
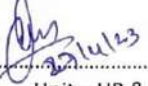
مدير عام الإدارة العامة للجوازات  
General Director of the General  
Directorate of Passports

توقيع حامل البطاقة  
Holder's signature





### Leave Requisition Form

<b>Part 1 ( To be filled by Employee )</b>		Date of Initiation: 25.04.23	
Full Name : NETRA B. BAGALE			
Job Title : SALES ASST.		Employee Code : 5365	
Department : SALES		Business Unit : BAKERY	
<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:	
		 Signature of Employee	
<b>Part 2 (Department Approval – to be filled by Department Head)</b>			
Remarks (if any): Kindly approve of du			
 Signature of Department Head		26-04-2023 Date	
<b>Part 3 ( Leave Eligibility – to be filled by HR)</b>			
DOJ: 25/4/18		Total leave taken :	
Passport Expiry : -		QID Expiry : -	
Leave Passage & Dependent Details: From 24/10/22 To 14/4/23 - 10:50 Doha - Kathmandu - Doha Economy Class Air Ticket for self.			
		 Unit – HR & Admin	
<b>Part 4 ( Final Approval – to be filled by CEO/GM/VP)</b>			
No of Days :		Signature :	Date : 27/4/23