



Main Branch

شركات
Corporate

رقم الشيك
Cheque No. 00007885

09-Jan-2023

التاريخ

Date

Pay to the order of
or bearer

** ABDEL AZIZ IBRAHIM HUSSEIN OTHMAN **

إدفعوا لأمر
أو لحامله

Amount
in words

** SIX THOUSAND FOUR HUNDRED EIGHTEEN ONLY **

المبلغ
بالدرر

ر.ق.
Q.R

6,418.00

SECURITY PRINTING PRESS

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

0000 7885 016340 200150 00000 100000 792506

Doc. Type : SA		G/L Account Document) Normal document	
Doc. Number	2360000003	Company Code	5501
Doc. Date	09.01.2023	Posting Date	09.01.2023
Calculate Tax	<input checked="" type="checkbox"/>	Fiscal Year	2023
Ref.Doc.	00007885	Period	01
Doc. Currency	QAR		
Doc. Hdr Text	FF AMIT KUMAR#5024		

Item	PK	Account	Account Short Text	Assignment	Ex	Amount	Text
1	50	109118	BBQ-P-CA100000792506	104301		6,418.00-	
2	40	401500	EC-Basic Salary	23600000032023		129.00	FF AMIT KUMAR#5024 UP TO 04-01-2023
3	40	401506	FC-Food Allowance	23600000032023		39.00	FF AMIT KUMAR#5024 UP TO 04-01-2023
4	40	401101	VC-Normal Overtime	104301		396.00	FE AMIT KUMAR#5024 UP TO 04-01-2023
5	40	401102	VC-Holiday Overtime	23600000032023		425.00	FE AMIT KUMAR#5024 UP TO 04-01-2023
6	40	207001	Pay-Holiday Overtime	23600000032023		151.00	FF AMIT KUMAR#5024 UP TO 04-01-2023
7	40	207002	Pay-Leave Salary	23600000032023		1,100.00	FF AMIT KUMAR#5024 UP TO 04-01-2023
8	40	202000	Pay-Air Fare	23600000032023		4,178.00	FF AMIT KUMAR#5024 UP TO 04-01-2023

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FULL AND FINAL SETTLEMENT OF Mr. USB				Service Period From: 04-11-17 To 04-01-23	
TO BE RELEASED ON	AMIT KUMAR KHADKA			4-Jan-23 104301 - 5024	
DEPARTMENT	Production			Labour	
DESIGNATION					
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	5 Years 2 Months 0 Days	21			
Leave Category		4-Nov-17			
Appointment date		22-Oct-22			
Joining/Rejoining/Encashment date		d-Pay Card			
Payment Type					
SALARY					
BASIC SALARY					
From	1-Jan-23	to	4-Jan-23		
	4	days @ QR	32.26		129
FOOD ALLOWANCE					
From	1-Jan-23	to	4-Jan-23		
	4.00	days @ QR	9.68		39
OVERTIME & COMMISSION					
OVERTIME					
Dec-22	Jan-23		Dec-22	Jan-23	
Normal	76	0	395.83	0.00	
Holiday	68	0	425.00	0.00	821
LEAVE SALARY FOR 2021-2022					
BASIC SALARY					
From	22-Oct-22	to	4-Jan-23		
(74 x 21) / 344 =	4.52	days @ QR	33.33		151
AIR TICKET EXIT					
Amount of air fare					1,100
DOHA-Kathmandu					
SELF					
Full Fare QR. 1100					
END OF SERVICE BENEFITS					
From	04-Nov-2017 to		04-Jan-2023		4,178
(1888 Days)					
(1000 x 21 / 26 x 1888/ 365)					
Less: Recovery on account of loan and advances paid for expenses as per attached working.					
Less: Unauthorized absence 00 day in 2022.					
NET TOTAL					
(Qrs.Six Thousand Four Hundred Eighteen Only)					
Prepared by	Verified by	Verified by	Verified by	Verified by	Approved by
<i>Amrit</i> Amit Accountant	<i>Wasim</i> Wasim Sr. Executive HR	<i>Anwar Qazi</i> Anwar Qazi Asst. Manager HR & Admin	<i>Mohamed Asthak</i> Mohamed Asthak Chief Accountant	<i>03 JAN 2023</i> 03 JAN 2023	<i>Sameer</i> Sameer Bhatia General Manager
I, the undersigned Amit Kumar Khadka declare that I have received with thanks from Umm Said Bakery all my dues relating to salary, leave salary and end of service totaling Qr.6,418 (Qrs.Six Thousand Four Hundred Eighteen 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 Umm Said 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	AMIT KUMAR KHADKA				
Signature	<i>Amit</i>				
Date	05/01/23				



**State Of Qatar
Residency Permit**

دوله قطر

ID.No:	29452436765	الرقم الشخصي:	
D.O.B.:	13/01/1994	تاريخ الميلاد:	
Expiry:	01/11/2022	الصلاحية:	
	نيبال	الجنسية:	
Nationality:	NEPAL		
Occupation:	عامل	المهنة:	
		الاسم:	Amit Kumar Xadka

Name: AMIT KUMAR KHADKA

Passport Number: 06081806 رقم جواز السفر:
Passport Expiry: 30/08/2022 تاريخ انتهاء جواز:
Serial No: 30429452436765 الرقم المعملي:
Residency Type: عمل نوع الرخصة:
Employer: مختبر امساعد المستكفي: المسكفي

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

توقيع حامل البطاقة
Holder's signature



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Ref: CHR/F3RA/23/04

Dated: 25th December 2022

To,

Mr. Amit Kumar Khadka,
Bakery Division
Cleaner
Emp. Code: 5024

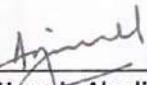
Subject : ACCEPTANCE OF YOUR RESIGNATION

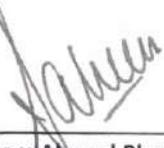
Dear Amit Kumar

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 04th January 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:

- Finance department
- HR & Admin

Attachments: Internal clearance form.



Internal Clearance Form

Date of Initiation: 25th Dec 2022

Full Name : Amit Kumar Khadka Job Title : Cleaner Employee Code : 5024 DOJ : 04 th November 2017 Last working day : 04 th January 2023 Department : HR & Admin Business Unit : Ummsaid Bakery Reporting to : Anwar Qazi Date of leaving : 05 th January 2023				
Particulars	Condition Of Return	Recoveries If Any	Charge Taken By	Signature Of Head Of Department
DEPARTMENT				
IT • Computer / Laptop • Flash Drive • Email ID Deactivation • Mobile Handset • Sim Card • Telephone • ERP login				
WORKSHOP				
PROCUREMENT • Fuel tag				
STORES				
HR/ADMINISTRATION	Duty Resumed from 22/10/22 to 04/01/23 NA Will not be renewed online NA Will be canceled online on LWD NA			
FINANCE	NO duec 25/12/22			

Signature (Employee): -

Unit - HR: - Anwar Qazi