



بنك دخان  
DUKHAN BANK

SECURITY PRINTING PRESS

Main Branch

شركات  
Corporate

رقم الشيك  
Cheque No.  
00009644

04-May-2023

التاريخ

Pay to the order of  
or bearer

\*\* DEEPAK KADEL \*\*

إدفعوا لأمر  
أو لحامله

Amount \*\* ONE THOUSAND FIFTEEN ONLY \*\*  
in words

المبلغ  
بالدرر

J.Q.  
Q.R

1,015.00

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

00009644 01634020015 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 : 2360000423					
GL Account :		Exchange rate :			
Payee Name :		Remarks : LE DEEPAK#5299			
		Payment Method :			
<b>Ref.Document.no</b>	<b>Document Date</b>	<b>Document Amount</b>	<b>Other Deduction</b>	<b>Net Amount</b>	<b>Curr</b>
00009644	04.05.2023	1,015.00	0.00	1,015.00	QAR
		1,015.00	0.00	1,015.00	QAR
<b>Payment Detail(s)</b>					
<b>Bank's Name / A/c No.</b>	<b>Cheque Number</b>	<b>Instrument Date</b>	<b>Amount</b>	<b>Currency</b>	
DUKHAN BANK	00009644	04.05.2023	1,015.00	QAR	
100000792506		<b>Total :</b>	1,015.00	QAR	
Amount in words : Qatari Riyal One Thousand Fifteen Only					
Kindly acknowledge the receipt Thanking You					
Prepared By 	Verified By 	Authorized By 			
Receiver's Signature					
Document Date/Time:04.05.2023/16:16:29					

Ummaid Bakery

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

كيوبيك  
Qbake

مخبر مسعود

(مملوک لشركة زاد القابضة ش.م.ق.ع.)

Service Period From: 03-10-22 To 24-03-23

LEAVE ENCAHMENT	USB	OF Mr.DEEPAK
UPTO	24-Mar-23	104605 - 5299
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	4 Years 11 Months 23 Days	
Leave Category	21	
Appointment date	1-Apr-18	
Joining/Rejoining/Encashment date	3-Oct-22	
Payment Type	d-Pay Card	

<u>LEAVE ALLOWANCE</u>					qr
From	3-Oct-22	to		24-Mar-23	
( 172 x 21 ) / 344 =	10.50	days @ qr	10.50 days	33.33	350
<u>HOUSE RENT ALLOWANCE</u>					
From	3-Oct-22	to		24-Mar-23	
	10.50	days @ qr			0
<u>AIR TICKET PRORATA BASIS</u>					
Amount of air fare					665
Doha-Kathmandu-Doha		Economy Class			
Self					
Full Fare QR. 2000					
<u>NET TOTAL</u>					<u>1,015</u>
( Qrs.One Thousand Fifteen Only )					
Prepared by  <i>[Signature]</i> Ansardeen Accountant	Verified by  <i>[Signature]</i> Arif Qazi Manager HR & Admin	Verified by  <i>[Signature]</i> Mohamed Asthak Chief Accountant	Verified by  <i>[Signature]</i> Sameer Mohamed Sr. Finance Manager	Approved by  <i>[Signature]</i> Saheem Bhat General Manager	

I, the undersigned Deepak declare that I have received with thanks from Ummaid Bakery all my dues relating to salary and leave salary totaling Qr.1,015 ( Qrs.One Thousand Fifteen 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 Ummaid 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	DEEPAK
Signature	
Date	.....



**State Of Qatar  
Residency Permit**

دُوَلَةُ قَطْرِ  
رِحْصَةُ إِقَامَةٍ

ID.No:	28252446264	الرقم الشخصي:
D.O.B.:	07/09/1982	تاريخ الميلاد:
Expiry:	29/03/2023	الصلاحية:
Nationality:	NEPAL	الجنسية:
Occupation:	عامل	المهنة:
الاسم: ديباك كاديل		

Name: DEEPAK KADEL

Passport Number:	08774302	رقم جواز السفر:
Passport Expiry:	09/05/2025	تاريخ انتهاء الجواز:
Serial No:	30428252446264	الرقم المحتل:
Residency Type:	عمل	نوع الرخصة:
Employer:	مخبر ام سعيد	المستلم:
Minister of the General Directorate of Passports	توقيع حامل البطاقة	
General Director of the General Directorate of Passports	Holder's signature	

Deepak





### Leave Requisition Form

<b>Part 1 ( To be filled by Employee )</b>		Date of Initiation:
Full Name : Deepak Kada / Job Title : Labour Employee Code : 5299 Department : Production Business Unit : Ummsaid 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. : 70976732 Address :      Email ID :		
Backup employee during leave period based on discussion with Dept. Head: <div style="text-align: center; margin-top: 10px;"> </div>		
<div style="text-align: right; margin-right: 100px;"> </div> <div style="text-align: right;"> <span style="font-family: cursive;">Deepak</span>            Signature of Employee         </div>		
<b>Part 2 (Department Approval – to be filled by Department Head)</b> Remarks (if any): <div style="text-align: center; margin-top: 10px;"> </div> <div style="text-align: right;"> <span style="font-family: cursive;">19/04/23</span>            Date         </div>		
<b>Part 3 ( Leave Eligibility – to be filled by HR)</b> DOJ : 1/4/18      Total leave taken : Passport Expiry : —      QID Expiry : —		
Leave Passage & Dependent Details: From 3/10/22 To 24/3/23 - 10.50 Doha - Kathmandu - Doha Economy Class Air Ticket for self. <div style="text-align: right; margin-top: 10px;"> </div> <div style="text-align: right;"> <span style="font-family: cursive;">Unit - HR &amp; Admin</span> </div>		
<b>Part 4 ( Final Approval – to be filled by CEO/ GM/ VP)</b> No of Days :      Signature : Date : 27/4/23		