



بنك دخان  
DUKHAN BANK

Main Branch

شركات  
Corporate

رقم الشيك  
Cheque No.

00010029

Date 25-Apr-2024 التاريخ

Pay to the order of \*\* MAJIBUL NADAF \*\*  
or bearer

إدفعوا لأمر  
أو لحامله

Amount \*\* THREE THOUSAND FOUR HUNDRED FORTY ONLY \*\*  
in words

المبلغ  
بالحروف

رق  
Q.R

3,440.00

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

⑈00010029⑈01634020015⑈00000100000792506⑈

# PAYMENT ADVICE

Ummsaid Bakery Qatar

Al Meena Street

P.O. BOX: 1444 Doha Qatar

Email : info@qbake.qa



PAYEE NAME : MAJIBUL NADAF

107095

Majibul Nadaf

DOHA-Doha

Paym Date: 25.04.2024

Doc.No: 2434014539

Payment Method :

Exch.rate:

Remarks: LS MAJIBUL NADAF#6963

Ref. Doc. No	Posting Date	DC Type	Sup. Doc. No	Sup. Doc. Date	Currency	Doc Amount	Adjustment	Pay. Amount
2433000705	25.04.2024	KR	00010029	25.04.2024	QAR	3,440.00	0.00	3,440.00
Total					QAR	3,440.00	0.00	3,440.00

Bank Name	A/C No.	Cheque No	Cheque Date	Currency	Amount	Remarks
DUKHAN BANK	100000792506	00010029	25 Apr 2024	QAR	3,440.00	

Amount in Words : Qatari Riyal Three Thousand Four Hundred Forty Only

  
Created



Verified



Authorised

## Receiver's Details

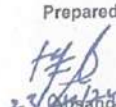
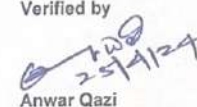
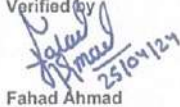


Kindly Acknowledge the receipts

Name :

Signature :

## Payment Request Approvals

Pay. Req. Ref	PR Date	Creator	Level 1	Level 2	Level 3	Level 4	Level 5

Service Period From: 03-10-22 To 04-05-24				
107095 - 6963	LEAVE SETTLEMENT OF Mr.	USB	MAJIBUL NADAF	
TO BE RECEIVED ON	4-May-24	Basic Salary	QR	1,000
DEPARTMENT	Production	HRA	QR	-
DESIGNATION	Labour	Transport Allowance	QR	-
		Telephone Allowance	QR	-
		Cost of Living Allowance	QR	-
		Food Allowance	QR	300
		Other Allowance	QR	-
		<b>Total Package</b>	QR	<b>1,300</b>
		Service Duration	1 Years 5 Months 0 Days	
		Leave Category	21	
		Appointment date	3-Oct-22	
		Joining/Rejoining/Encashment date	3-Oct-22	
		Payment Type	d-Pay Card	
<b>SALARY</b>				
<b>BASIC SALARY</b>				
From	1-May-24	to	4-May-24	
	4	days @ Qr	32.26	129
<b>FOOD ALLOWANCE</b>				
From	1-May-24	to	4-May-24	
	4.00	days @ Qr	9.68	39
<b>LEAVE SALARY</b>				
<b>BASIC SALARY</b>				
From	3-Oct-22	to	3-Mar-24	
	( 517 x 21 ) / 344 =	31.56 days	33.33	1,052
	31.56	days @ Qr		
<b>AIR TICKET</b>				
Amount of air fare				
Doha-Kathmandu-Doha				
Economy Class				
SELF				
Full Fare QR. 2220				
<b>NET TOTAL</b>				<b>3,440</b>
( Qrs.Three Thousand Four Hundred Forty Only )				
Prepared by	Verified by	Verified by	Verified by	Approved by
 Sameer Mohammed Accountant	 Anwar Qazi Manager HR & Admin	 Fahad Ahmad Asst. Manager - Finance	 28 APR 2024 Sameer Mohammed Sr. Finance Manager	 Adnan Meerji General Manager
I, the undersigned Majibul Nadaf declare that I have received with thanks from Ummsaid Bakery all my dues relating to salary and leave salary totaling Qr.3,440( Qrs.Three Thousand Four Hundred Forty 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 <span style="float: right;">MAJIBUL NADAF</span>				
Signature _____				
Date _____				



### Leave Requisition Form

<b>Part 1 ( To be filled by Employee )</b>		<b>Date of Initiation:</b> 07-04-2024	
Full Name : MAJIBUL NADAF			
Job Title : Labour		Employee Code : 6963	
Department : Production		Business Unit : United Bakeries	
<b>Leave Type</b>			
Annual [ <input checked="" type="checkbox"/> ]    Encashment [ <input type="checkbox"/> ]    Leave Without Pay [ <input type="checkbox"/> ]    Leave With Pay [ <input checked="" type="checkbox"/> ]			
<b>Leave Information</b>			
Leave From: 05.05.24		Leave up to: 18.06.24	
No of Days: 45		Return to duty date: 19.06.24	
<b>Contact Details while on vacation</b>			
Telephone No. :		Mobile No. : 9815870195	
Address: Huws 06 Parbat, Nepal		Email ID :	
Backup employee during leave period based on discussion with Dept. Head:		Signature of backup employee:	
Signature of Employee		Signature of Employee	
<b>Part 2 (Department Approval – to be filled by Department Head )</b>			
Remarks (if any):			
Signature of Department Head		Date	
<b>Part 3 ( Leave Eligibility – to be filled by HR)</b>			
DOJ : 3/10/22		Total leave taken : No Vacation Since DOJ.	
Passport Expiry : 11/6/22		QID Expiry : 2/10/24	
Leave Passage & Dependent Details:			
From 3/10/22 To 3/3/24 - 31.56 days			
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 :	

State of Qatar  
Residency Permit



دولة قطر  
رخصة إقامة

No: 29752418645 الرقم الشخصي  
O.B.: 23/10/1997 تاريخ الميلاد  
piry: 02/10/2024 الصلاحية  
الجنسية  
Nationality: NEPAL  
Occupation: ع ا م ل المهنة



الاسم: مجيبول ناداف

ame: MAJIBUL NADAF

Passport Number: 10423341  
Passport Expiry: 11/06/2027  
Passport No: 30329752418645  
Residency Type: عمل  
Employer: مدير عام المنطقة

رقم جواز السفر  
تاريخ انتهاء الجواز  
الرقم المميز  
نوع الرخصة  
المستخدم

مدير عام المنطقة للجوازات  
General Director of the General  
Directorate of Passports

توقيع حامل البطاقة  
Holder's signature

مجيبول ناداف

