



بنك دخان  
DUKHAN BANK

Main Branch

شركات  
Corporate

رقم الشيك  
Cheque No. 00009618

Date 27-Apr-2023 التاريخ

Pay to the order of or bearer \*\* SER BAHADUR BASNET \*\*

إدفعوا لأمر  
أو لحامله

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

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

000096180163402001500000100000792506

Ummsaid Bakery Qatar

Al Meena Street

P.O Box 1444 Doha Qatar

E-mail: info@qbake.qa

كيوبيك  
Qbake

**Payment Advice**

**Payment Date : 27.04.2023**

**Document Number : 2360000382**

**GL Account :**

**Payee Name :**

**Exchange rate :**

**Remarks : LE SER BAHADUR#5355**

**Payment Method :**

Ref.Document.no	Document Date	Document Amount	Other Deduction	Net Amount	Curr
00009618	27.04.2023	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	00009618	27.04.2023	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

7

Verified By

Authorized By

Receiver's Signature

Document Date/Time:27.04.2023/10:26:52



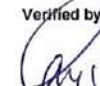

# Umm Said Bakery

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

كيوبيك  
Qbake

مخبز مسعود

(مملوك لشركة زاد القابضة ش.م.ق.ع.)

Service Period From: 27-10-22 To 17-04-23																																										
LEAVE ENCASHMENT	USB	OF Mr.SER BAHADUR BASNET																																								
UPTO		17-Apr-23	104670 - 5355																																							
DEPARTMENT		Sales																																								
DESIGNATION		Sales Assistant																																								
<table border="1"> <tbody> <tr> <td>Basic salary</td> <td>QR</td> <td>1,000</td> </tr> <tr> <td>HRA</td> <td>QR</td> <td>-</td> </tr> <tr> <td>Transport Allowance</td> <td>QR</td> <td>-</td> </tr> <tr> <td>Telephone Allowance</td> <td>QR</td> <td>-</td> </tr> <tr> <td>Cost of Living Allowance</td> <td>QR</td> <td>-</td> </tr> <tr> <td>Food Allowance</td> <td>QR</td> <td>300</td> </tr> <tr> <td>Other Allowance</td> <td>QR</td> <td>-</td> </tr> <tr> <td><b>Total Package</b></td> <td><b>QR</b></td> <td><b>1,300</b></td> </tr> <tr> <td>Service Duration</td> <td colspan="2">4 Years 11 Months 23 Days</td> </tr> <tr> <td>Leave Category</td> <td colspan="2">21</td> </tr> <tr> <td>Appointment date</td> <td colspan="2">25-Apr-18</td> </tr> <tr> <td>Joining/Rejoining/Encashment date</td> <td colspan="2">27-Oct-22</td> </tr> <tr> <td>Payment Type</td> <td colspan="2">d-Pay Card</td> </tr> </tbody> </table>				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	25-Apr-18		Joining/Rejoining/Encashment date	27-Oct-22		Payment Type	d-Pay Card	
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<b>LEAVE ALLOWANCE</b>																																										
From	27-Oct-22	to	17-Apr-23																																							
( 172 x 21 ) / 344 =	10.50	days @ Qr	33.33																																							
			350 ✓																																							
<b>HOUSE RENT ALLOWANCE</b>																																										
From	27-Oct-22	to	17-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	Approved by																																							
 Anwar Qazi Accountant	 Anwar Qazi Manager HR & Admin	 Mohamed Asthak Chief Accountant	 Sameer Mohammed Sr. Finance Manager																																							
<p>I, the undersigned Ser Bahadur Basnet declare that I have received with thanks from Umm Said Bakery all my dues relating to salary and leave salary totaling Qr.1,109( Qrs.One Thousand One Hundred Nine Only ) vide Cheque No. ....</p> <p>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.</p>																																										
<p>Name <b>SER BAHADUR BASNET</b></p> <p>Signature _____</p> <p>Date _____</p>																																										



State Of Qatar  
Residency Permit



دولة قطر  
رخصة إقامة

ID.No: 29352444039

الرقم الشخصي:

D.O.B.: 03/09/1993

تاريخ الميلاد:

Expiry: 22/04/2023

الصلاحية:

نيپال

الجنسية:

Nationality: NEPAL

Occupation: عامل

المهنة:

الاسم: سير باهادور باسنيت



Name: SER BAHADUR BASNET

Passport Number: PA0137950

رقم جواز السفر:

Passport Expiry: 08/02/2032

تاريخ انتهاء الجواز:

Serial No: 30529352444039

الرقم الممسلسل:

Residency Type: عمل

نوع الرخصة:

Employer: شركه مطاحن النقيق القطريه

المستقدم:

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: 03-04-23	
Full Name : SER BAHADIR BASNET			
Job Title : SALES ASST.		Employee Code : 5355	
Department : SALES		Business Unit : BAKERY	
<b>Leave Type</b>			
Annual [ ] Encashment <input checked="" type="checkbox"/> 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 approves & due.			
		04-04-2023	
Signature of Department Head		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 22/10/22 To 12/4/23 - 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 : 9/4/23			