



بنك دخان  
DUKHAN BANK

Main Branch

شركات  
Corporate

رقم الشيك  
Cheque No.  
00009618

27-Apr-2023

التاريخ

Pay to the order of **\*\* SER BAHADUR BASNET \*\*** إدفعوا لأمر  
or bearer أو لحامله

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

المبلغ  
بالحرروف

رقم  
QR

1,109.00

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

00009618 016340200150 00000100000792506

Ummsaid Bakery Qatar  
 Al Meena Street  
 P.O Box 1444 Doha Qatar  
 E-mail: info@qbake.qa



### 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		Total :	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: 27.04.2023/10:26:52

Ummsaid Bakery

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

كوبك  
Qbake

مخبر مسعود

(مملوک لشركة زاد القابضة ش.م.ق.ع.)

Service Period From: 27-10-22 To 17-04-23

LEAVE ENCAHMENT	USB	OF Mr.SER BAHADUR BASNET
UPTO	17-Apr-23	104670 - 5355
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 23 Days	
Leave Category	21	
Appointment date	25-Apr-18	
Joining/Rejoining/Encashment date	27-Oct-22	
Payment Type	d-Pay Card	

LEAVE ALLOWANCE

From	27-Oct-22	to	17-Apr-23	Qr
( 172 x 21 ) / 344 =	10.50	days @ Qr	10.50 days	33.33

HOUSE RENT ALLOWANCE

From	27-Oct-22	to	17-Apr-23	Qr
	10.50	days @ Qr	-	0

AIR TICKET PRORATA BASIS

Amount of air fare		759
Doha-Kathmandu-Doha	Economy Class	
Self		
Full Fare QR. 2280		

NET TOTAL

1,109

( Qrs.One Thousand One Hundred Nine Only )

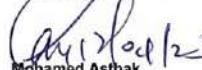
Prepared by

  
Anasdeen  
Accountant

Verified by

  
Anwar Qazi  
Manager HR & Admin

Verified by

  
Mohamed Asthak  
Chief Accountant

Verified by

  
29 APR 2023  
Sameer Mohammed  
Sr. Finance Manager

Approved by

  
Saleem Bhat  
General Manager

I, the undersigned Ser Bahadur Basnet 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 SER BAHADUR BASNET

Signature



Date



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:  
Nationality: NEPAL      الجنسية:  
Occupation: عامل      المهنة:  
الاسم: سير باهادور باستنيت



Name: SER BAHADUR BASNET

Passport Number:	PA0137950	رقم جواز السفر:
Passport Expiry:	08/02/2032	تاريخ انتهاء الجواز:
Serial No:	30529352444039	الرقم الممكّل:
Residency Type:	عمل	نوع الرخصة:
Employer:	شركة مطاعن النفق القطري	المستقدم:
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:	
 <b>10 APR 2023</b> RECEIVED		
Signature of Employee		
<b>Part 2 (Department Approval – to be filled by Department Head)</b>		
Remarks (if any):	Kindly approves. If due:  N/A	
		Date: 04-04-2023
<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 17/4/23 - 10.50 Doha - Kathmandu - Doha Economy Class Air Ticket for Soof.		
Unit – HR & Admin		
<b>Part 4 (Final Approval – to be filled by CEO/GM/VP)</b>		
No of Days :	Signature :	Date : 94/23