



SECURITY PRINTING PRESS

Main Branch

شركات  
Corporateرقم الشيك  
Cheque No.  
00001185

Date 05-Feb-2024 التاریخ

Pay to the order of \*\* PRABHAKAR TIWARI \*\*  
or bearerإدفعوا لأمر  
أو لحاملهAmount \*\* THREE THOUSAND NINE HUNDRED ONLY \*\*  
in wordsالمبلغ  
بالحرروفر.ق.  
Q.R.

3,900.00

UNITED BAKERIES

A/C No. 1000-01798-347

Signature التوقيع

Please do not write or stamp in the space below this line

الرجاء عدم الكتابة أو وضع ختم أسفل الخط

000011850163402001500000100001798347

## PAYMENT ADVICE

United Bakeries

Street No. 27, Industrial Area

P.O. BOX: 6983 doha Qatar

Email



PAYEE NAME : PRABHAKAR TIWARI

Paym Date:

106932

Doc.No: 2434000383

Prabhakar Tiwari

Payment Method :

DOHA-Doha

Exch.rate:

Remarks: LS PRABAKAR THIWARI#6821

Ref. Doc. No	Posting Date	DC Type	Sup. Doc. No	Sup. Doc. Date	Currency	Doc Amount	Adjustment	Pay. Amount
2433000045	05.02.2024	KR	00001185	05.02.2024	QAR	3,900.00		3,900.
<b>Total</b>					QAR	3,900.00	0.00	3,900.

Bank Name	A/C No.	Cheque No	Cheque Date	Currency	Amount	Remarks
DUKHAN BANK	100001798347	00001185	05.02.2024	QAR	3,900.00	

Amount in Words : Qatari Riyal Three Thousand Nine Hundred 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: 21-07-22 To 14-02-24				
106932 - 6821	LEAVE SETTLEMENT OF Mr.	UNB	PRABHAKAR TIWARI	
TO BE RECEIVED ON	14-Feb-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 -	
		Other Allowance	QR 300	
		Total Package	QR 1,300	
		Service Duration	1 Years 4 Months 29 Days	
		Leave Category	21	
		Appointment date	21-Jul-22	
		Joining/Rejoining/Encashment date	21-Jul-22	
		Payment Type	d-Pay Card	
<b>SALARY</b>				
<b>BASIC SALARY</b>				
From	1-Feb-24	to	14-Feb-24	
	14	days @ QR	34.48	
			483	
<b>OTHER ALLOWANCE</b>				
From	1-Feb-24	to	14-Feb-24	
	14	days @ QR	10.34	
			145	
<b>LEAVE SALARY</b>				
<b>BASIC SALARY</b>				
From	21-Jul-22	to	20-Dec-23	
( 517 x 21 ) / 344 =	31.56	days @ QR	31.56 days 33.33	
			1,052	
<b>AIR TICKET</b>				
Amount of air fare				
Doha-Kathmandu-Doha	Economy Class			
SELF				
Full Fare QR. 2220				
<b>NET TOTAL</b>				
( Qrs.Three Thousand Nine Hundred Only )				
Prepared by  Ansandeep 17/01/24	Verified by  Anwar Qazi Manager HR & Admin 17/1/24	Verified by  Mohamed Asthak Chief Accountant 17/1/24	Verified by  Sameer Mohammed Sr. Finance Manager 17/1/24	Approved by  Saneem Bhak General Manager 17/1/24
I, the undersigned Prabhakar Tiwari declare that I have received with thanks from Ummsaid Bakery all my dues relating to salary and leave salary totaling QR.3,900 ( Qrs.Three Thousand Nine Hundred 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	PRABHAKAR TIWARI			
Signature				
Date				

### Leave Requisition Form

**Part 1 (To be filled by Employee)**

Date of Initiation: 19.12.2023

Full Name : Prabhakar Tiwari

Job Title : Labor

Employee Code : 6821

Department : Production

Business Unit : United Bakeries

**Leave Type**

 Annual [  ]

 Encashment [  ]

 Leave Without Pay [  ]

 Leave With Pay [  ]

**Leave Information**

Leave From: 15.02.2024

Leave up to :30.03.2024

No of Days : 45

Return to duty date:31.03.24

**Contact Details while on vacation**

Telephone No. :

Mobile No. : +977-9815228222

Address : Sonbarsa, parsa, Nepal

Email ID :

Backup employee during leave period based on discussion with Dept. Head:

Signature of backup employee:


*LAL*
*Dohar*  
 Signature of Employee

**Part 2 (Department Approval – to be filled by Department Head)**

Remarks (if any):

*[Signature]* 19/12/23

Signature of Department Head

Date

**Part 3 (Leave Eligibility – to be filled by HR)**

DOJ: 21/12/22

Total leave taken :

Passport Expiry: 08/03/21

QID Expiry: 19/12/24

## Leave Passage &amp; Dependent Details:

*From 21/12/22 To 20/12/23 - 31.5b days*

*Doha - Kathmandu - Doha*

*Economy class Air Ticket for Soct.*

*7409  
20/12/23*

Unit – HR &amp; Admin

**Part 4 (Final Approval – to be filled by CEO/GM/VP)**

No of Days :

*45*

Signature :

*[Signature]*

Date :

*20/12/23*