



بنك دخان  
DUKHAN BANK

Main Branch

شركات  
Corporate

رقم الشيك  
Cheque No. 00009615

Date 27-Apr-2023 التاريخ

Pay to the order of **\*\* SAGAR CHAULAGAI SITA DEVI CHAULAGAI \*\***  
or bearer

إدفعوا لأمر  
أو لحامله

Amount **\*\* ONE THOUSAND FOUR HUNDRED EIGHTEEN ONLY \*\***  
in words

المبلغ  
بالحروف

رق  
Q.R

1,418.00

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

⑈00009615⑈01634020015⑈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 : 2360000379

GL Account :

Payee Name :

Exchange rate :

Remarks : LE SAGAR

CHAULAGAI#5367

Payment Method :

Ref.Document.no	Document Date	Document Amount	Other Deduction	Net Amount	Curr
00009615	27.04.2023	1,418.00	0.00	1,418.00	QAR
		1,418.00	0.00	1,418.00	QAR

**Payment Detail(s)**

Bank's Name / A/c No.	Cheque Number	Instrument Date	Amount	Currency
DUKHAN BANK	00009615	27.04.2023	1,418.00	QAR
100000792506		<b>Total :</b>	1,418.00	QAR

Amount in words : Qatari Riyal One Thousand Four Hundred Eighteen Only

Kindly acknowledge the receipt

Thanking You

Prepared By

Verified By

Authorized By

Receiver's Signature

Document Date/Time:27.04.2023/09:49:02

# Ummsaid Bakery

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

كيوبيك  
Qbake

## مخبز مسعيد

(مملوك لشركة زاد القابضة ش.م.ق.ع.)

Service Period From: 06-09-22 To 14-04-23			
LEAVE ENCASHMENT	USB	OF Mr.SAGAR CHAULAGAI	
UPTO		14-Apr-23	104682 - 5367
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	-
Other Allowance	QR	300
<b>Total Package</b>	<b>QR</b>	<b>1,300</b>
Service Duration	4 Years 11 Months 20 Days	
Leave Category	21	
Appointment date	25-Apr-18	
Joining/Rejoining/Encashment date	6-Sep-22	
Payment Type	d-Pay Card	

LEAVE ALLOWANCE			
From	6-Sep-22	to	14-Apr-23
( 220 x 21 ) / 344 =	13.43	days @ Qr	33.33
			448

HOUSE RENT ALLOWANCE			
From	6-Sep-22	to	14-Apr-23
	13.43	days @ Qr	-
			0

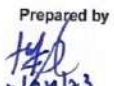




AIR TICKET			
Amount of air fare			
Doha-Kathmandu-Doha	Economy Class		970
Self			
Full Fare QR. 2280			

NET TOTAL	
	1,418

( Qrs.One Thousand Four Hundred Eighteen Only )

Prepared by  Anwar Qazi Accountant	Verified by  Anwar Qazi Manager HR & Admin	Verified by  Mohamed Asthak Chief Accountant	Verified by  Sameer Mohammed Sr. Finance Manager	Approved by  Saheem Bhat General Manager
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I, the undersigned Sagar Chaulagai declare that I have received with thanks from Ummsaid Bakery all my dues relating to salary and leave salary totaling Qr.1,418( Qrs.One Thousand Four Hundred Eighteen 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	SAGAR CHAULAGAI
Signature	
Date	

State Of Qatar  
Residency Permit



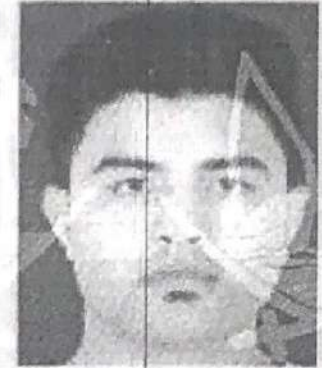
دولة قطر  
رخصة إقامة

ID.No: 29052444962 الرقم الشخصي:  
D.O.B.: 13/08/1990 تاريخ الميلاد:  
Expiry: 22/04/2023 الصلاحية:  
الجنسية: نيبال

Nationality: NEPAL

Occupation: عامل المهنة:

الاسم: ساغر شاولاغاي سيتا ديفي شاولاغاي



Name: SAGAR CHAULAGAI SITA DEVI CHAULAGAI





Passport Number: 09508832 رقم جواز السفر:  
Passport Expiry: 20/01/2026 تاريخ انتهاء الجواز:  
Serial No: 30429052444962 الرقم الممثل:  
Residency Type: عمل نوع الرخصة:  
Employer: شركة مطاحن الدقيق القطرية المتقدم:

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: 24-03-2023	
Full Name : Sagar Chaulagai			
Job Title : Labor		Employee Code : 5367	
Department : Production		Business Unit : United Bakeries	
<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):			
 Signature of Department Head		29-03-2023 Date	
<b>Part 3 ( Leave Eligibility – to be filled by HR)</b>			
DOI : 25/4/23		Total leave taken :	
Passport Expiry : —		QID Expiry : —	
Leave Passage & Dependent Details: 14/4/23 - 13.43			
From 6/9/22 To			
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 : 24/3	