



بنك دخان  
DUKHAN BANK

A/C PAYEE ONLY

Main Branch

شركات  
Corporate

رقم الشيك  
Cheque No. 00009948

Date 05-Feb-2024 التاريخ

Pay to the order of or bearer \*\* SHAHABAS CHEMMALASSERY \*\*

إدفعوا لأمر  
أو لحامله

Amount in words \*\* NINETEEN THOUSAND TWO HUNDRED EIGHTY NINE

المبلغ  
بالحروف

رق  
Q.R

19,289.00

ONLY \*\*

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

0000994801634020015100000100000792506

# PAYMENT ADVICE

Ummsaid Bakery Qatar

Al Meena Street

P.O. BOX: 1444 Doha Qatar

Email: info@qbake.qa



PAYEE NAME : SHAHABAS CHEMMALASSERY

106073

SHAHABAS HAMZA CHEMMALASSERY

Doha-Doha

Paym Date:

Doc.No: 2434004632

Payment Method :

Exch.rate:

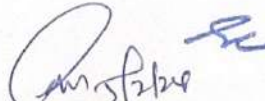
Remarks: FF SHAHABAS#6294

Ref. Doc. No	Posting Date	DC Type	Sup. Doc. No	Sup. Doc. Date	Currency	Doc Amount	Adjustment	Pay. Amount
2433000117	05.02.2024	KR	00009948	05.02.2024	QAR	19,289.00		19,289.
Total					QAR	19,289.00	0.00	19,289.

Bank Name	A/C No.	Cheque No	Cheque Date	Currency	Amount	Remarks
DUKHAN BANK	100000792506	00009948	05.02.2024	QAR	19,289.00	

Amount in Words : Qatari Riyal Nineteen Thousand Two Hundred Eighty-Nine Only

  
Created

  
Verified

  
Authorised

## Receiver's Details



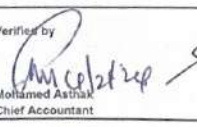

Kindly Acknowledge the receipts

Name :

Signature :

## Payment Request Approvals

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

Service Period From: 06-07-20 To 15-01-24			
<b>FULL AND FINAL SETTLEMENT OF Mr</b>		<b>USB</b>	<b>SHAHABAS</b>
<b>TO BE RECEIVED ON</b>		<b>15-Jan-24</b>	<b>106073 - 6294</b>
<b>DEPARTMENT</b>		<b>Sales</b>	
<b>DESIGNATION</b>		<b>Sales Supervisor</b>	
Basic Salary HRA Transport Allowance Telephone Allowance Cost of Living Allowance Food Allowance Other Allowance <b>Total Package</b> Service Duration Leave Category Appointment date Joining/Rejoining/Encashment date Payment Type		QR 3,500 QR 1,500 QR - QR 250 QR - QR - QR - <b>QR 5,250</b> 3 Years 6 Months 9 Days 30 6-Jul-20 6-Jul-23 Bank	
<b>SALARY</b>			
<b>BASIC SALARY</b>	From 1-Jan-24	to 15-Jan-24	
	15 days @ Qr	112.60	1,694
<b>HOUSE RENT ALLOWANCE</b>	From 01-Jan-2024	to 15-Jan-24	
	15 days @ Qr	48.39	726
<b>Telephone Allowance</b>	From 1-Jan-24	to 15-Jan-24	
	15 days @ Qr	8.06	121
<b>OVERTIME &amp; COMMISSION</b>			
<b>OVERTIME</b>	Hours	Amount	
	Dec-23 Jan-24	Dec-23 Jan-24	
Normal	0 0	0.00 0.00	-
Holiday	0 0	0.00 0.00	-
<b>COMMISSION</b>			
	Dec-23 Jan-24		
	3125 1210		4,335
<b>LEAVE SALARY</b>			
<b>BASIC SALARY</b>	From 6-Jul-23	to 15-Jan-24	
( 193 x 30 ) / 335 =	17.28 days @ Qr	116.67	2,016
<b>HOUSE RENT ALLOWANCE</b>	From 6-Jul-23	to 15-Jan-24	
( 193 x 30 ) / 335 =	17.28 days @ Qr	50.00	864
<b>AIR TICKET EXIT</b>	(Local transfer)		
Amount of air fare			
DOHA-Calicut			
SELF			
Full Fare QR			
<b>END OF SERVICE BENEFITS</b>			
From 06-Jul-2020 to 15-Jan-2024			9,983
( 1289 Days )			
( 3500 x 21 / 26 x 1289 / 365 )			
Less: Recovery on account of loan and advances paid for expenses as per attached working.			(450)
Less: Unauthorized absenteeism 00 day in 2023.			
<b>NET TOTAL</b>			<b>19,289</b>
( Qrs Nineteen Thousand Two Hundred Eighty Nine Only )			
Prepared by	Verified by	Verified by	Approved by
			
Anwar Qazi Manager HR & Admin	Mohamed Ashraf Chief Accountant	Sameer Mohammed Sr. Finance Manager	General Manager
I, the undersigned Shahabas declare that I have received with thanks from Ummsaid Bakery all my dues relating to salary, leave salary and end of service totaling Qr.19,289( Qrs Nineteen Thousand Two Hundred Eighty 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 <b>SHAHABAS</b>			
Signature _____			
Date _____			

Ummsaid Bakery

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

كيوبيك  
Qbake

مخبز مسعيد

(مملوك لشركة زاد القابضة ش.م.ق.ع.)

Ref: CHR/F3RA/24/1

Dated: 7<sup>th</sup> January 2024

To,

Mr. Shahabas Chemmalassery  
Bakery Division  
Sales Supervisor  
Emp. Code: 6294

Subject : ACCEPTANCE OF YOUR RESIGNATION

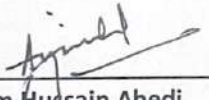


Dear Shahabas,

This refers to your resignation letter from the company's services.

The Management hereby accepts your resignation. You will be relieved from your responsibilities with effect from the closing hours of 15<sup>th</sup> January 2024.

You are requested to collect your final settlement after submitting the required internal clearance form to the Finance department.

  
Anjum Hussain Abedi  
Senior Manager - HR & Admin

  
Saheem Ahmed Bhat  
General Manager

CC:

- Sales department
- HR & Admin
- Finance department

Attachments: Internal clearance form.