



بنك دخان
DUKHAN BANK

SECURITY PRINTING PRESS

Main Branch

شركات
Corporate

رقم الشيك
Cheque No.
00009531

26-Mar-2023

التاريخ

Pay to the order of ** AASHIPH REJA **
or bearer

إدفعوا لأمر
أو لحامله

Amount ** THREE THOUSAND ONE HUNDRED EIGHTY TWO ONLY **
in words

الملبغ
بالحرروف
L.Q.
QR

3,182.00

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

00009531 01634020015 00000100000792506

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



Payment Advice

Payment Date : 26.03.2023

Document Number : 2360000280

GL Account :

Payee Name :

Exchange rate :

Remarks : LS AASIPH REJA#6255

Payment Method :

Ref.Document.no	Document Date	Document Amount	Other Deduction	Net Amount	Curr
00009531	26.03.2023	3,182.00	0.00	3,182.00	QAR
		3,182.00	0.00	3,182.00	QAR

Payment Detail(s)

Bank's Name / A/c No.	Cheque Number	Instrument Date	Amount	Currency
DUKHAN BANK	00009531	26.03.2023	3,182.00	QAR
100000792506		Total :	3,182.00	QAR

Amount in words : Qatari Riyal Three Thousand One Hundred Eighty-Two Only

Kindly acknowledge the receipt

Thanking You

Prepared By

Verified By

Authorized By

Receiver's Signature

Document Date/Time: 26.03.2023/15:21:01

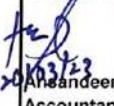
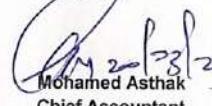
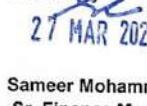
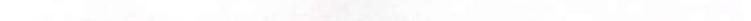
Umm Said Bakery

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

كوباك
Qbake

مخبر مسعود

(مملوك لشركة زاد القابضة ش.م.ق.ع)

		Service Period From: 26-02-20 To 03-04-23		
105998 - 6255 LEAVE SETTLEMENT OF Mr.		USB	AASHIPH REJA	
TO BE RECEIVED ON	3-Apr-23	Basic Salary	QR	1,000
DEPARTMENT	Sales	HRA	QR	-
DESIGNATION	Sales Assistant	Transport Allowance	QR	-
		Telephone Allowance	QR	-
		Cost of Living Allowance	QR	-
		Food Allowance	QR	300
		Other Allowance	QR	-
		Total Package	QR	1,300
		Service Duration	2 Years 11 Months 1 Days	
		Leave Category	21	
		Appointment date	26-Feb-20	
		Joining/Rejoining/Encashment date	28-Aug-21	
		Payment Type	d-Pay Card	
SALARY				
BASIC SALARY				
From	1-Apr-23	to	3-Apr-23	
	3	days @ QR	33.33	100
FOOD ALLOWANCE				
From	1-Apr-23	to	3-Apr-23	
	3.00	days @ QR	10.00	30
LEAVE SALARY FOR 2021-2022				
BASIC SALARY				
From	28-Aug-21	to	27-Jan-23	
(517 x 21) / 344 =	31.56	days @ QR	33.33	1,052
AIR TICKET				
Amount of air fare				
Doha-Kathmandu-Doha		Economy Class		
SELF				2,000
Full Fare QR. 2000				
NET TOTAL				
(Qrs.Three Thousand One Hundred Eighty Two Only)				3,182
Prepared by  Anasdeen Accountant	Verified by  Wasim Sr. Executive HR	Verified by  Anwar Qazi Manager HR & Admin	Verified by  Mohamed Asthak Chief Accountant	Verified by  Sameer Mohammed Sr. Finance Manager
				Approved by  Saheen Bhat General Manager
<p>I, the undersigned Aashiph Reja declare that I have received with thanks from Umm Said Bakery all my dues relating to salary and leave salary totaling QR.3,182 (Qrs.Three Thousand One Hundred Eighty Two 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>				
Name	AASHIPH REJA			
Signature				
Date				



State Of Qatar Residency Permit

دولت قطر
رئاسة إقامة

ID.No:	29852415860	الرقم الشخصي:	
D.O.B.:	20/09/1998	تاريخ الميلاد:	
Expiry:	26/02/2023	الصلاحية:	
Nationality:	NEPAL	الجنسية:	
Occupation:	عامل	المهنة:	
الاسم: اشرف ريجا			

Name: AASHI PH REJA

Passport Number:	11604497	رقم جواز السفر:
Passport Expiry:	10/09/2029	تاريخ انتهاء الجواز:
Serial No:	30229852415860	الرقم المملى:
Residency Type:	عمل	نوع الرخصة:
Employer:	شركة مطابخ الدقيق القطرية	المستقدم:
General Director of the General Directorate of Passports	توقيع حامل البطاقة - Holder's signature	

مدير عام الادارة العامة للجوازات
General Director of the General Directorate of Passports

توقيع حامل البطاقة
Holder's signature



HUMAN RESOURCES



شركة زاد القابضة
Zad Holding Company

Leave Requisition Form

Part 1 (To be filled by Employee)

Date of Initiation: 13.03.2023

Full Name : Aashish Reja

Job Title : Sales Assistant

Employee Code : 6255

Department : SALES

Business Unit : Q.BAKE

Leave Type

Annual

Encashment []

Leave Without Pay []

Leave With Pay []

Leave Information

Leave From: 04/04/23 Leave up to: 04/05/23 No of Days: 30 Return to duty date: 05/05/23

Contact Details while on vacation

Telephone No. :

Mobile No. +9719812157599

Address: HARIOM SARLAHI

Email ID :

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

Signature of backup employee:

MITLESH RAY #7039

31/03/2023
Signature of Employee

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

Remarks (if any):

Leave can be approved for 30 days, from 04.04.2023

14.03.2023

Signature of Department Head

Date

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

DOJ: 26/02/20

Total leave taken:

Passport Expiry: 10/09/24

QID Expiry: 26/02/24

Leave Passage & Dependent Details:

From 28/03/21 To 27/01/23 - 31.56
 Doha - Kathmandu - Doha
 Economy Class Air Ticket for self.

14/03/2023
Unit - HR & Admin

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

No of Days: 30

Signature: *[Signature]*

Date: 14/3/23