



بنك دخان  
DUKHAN BANK

Main Branch

شركات  
Corporate

رقم الشيك  
Cheque No. 00009620

Date 27-Apr-2023 التاريخ

Pay to the order of \*\* THUSHANTHAN GOGARAJA \*\*  
or bearer

إدفعوا لأمر  
أو لحامله

Amount \*\* THREE THOUSAND NINE HUNDRED TWELVE ONLY \*\*  
in words

المبلغ  
بالحروف

رق  
Q.R

3,912.00

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

⑈00009620⑈01:6340200⑈51:⑈00000⑈00000792506⑈

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 : 2360000384**

**GL Account :**

**Payee Name :**

**Exchange rate :**

**Remarks : LE THUSHANTHAN#6550**

**Payment Method :**

| Ref.Document.no | Document Date | Document Amount | Other Deduction | Net Amount | Curr |
|-----------------|---------------|-----------------|-----------------|------------|------|
| 00009620        | 27.04.2023    | 3,912.00        | 0.00            | 3,912.00   | QAR  |
|                 |               | 3,912.00        | 0.00            | 3,912.00   | QAR  |

**Payment Detail(s)**

| Bank's Name / A/c No. | Cheque Number | Instrument Date | Amount   | Currency |
|-----------------------|---------------|-----------------|----------|----------|
| DUKHAN BANK           | 00009620      | 27.04.2023      | 3,912.00 | QAR      |
| 100000792506          |               | <b>Total :</b>  | 3,912.00 | QAR      |

**Amount in words : Qatari Riyal Three Thousand Nine Hundred Twelve Only**

Kindly acknowledge the receipt

Thanking You

Prepared By

Verified By

Authorized By

Receiver's Signature

Document Date/Time:27.04.2023/10:32:54

**Ummsaid Bakery**

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

**كيوبيك  
Qbake****مخيز مسعيد**

(مملوك لشركة زاد القابضة ش.م.ق.ع.)

| Service Period From: 08-11-21 To 09-04-23 |     |                            |               |
|---|-----|----------------------------|---------------|
| LEAVE ENCASHMENT                          | USB | OF Mr.THUSHANTHAN GOGARAJA |               |
| UPTO                                      |     | 9-Apr-23                   | 106422 - 6550 |
| DEPARTMENT                                |     | Dispatch                   |               |
| DESIGNATION                               |     | Dispatcher                 |               |

|                                   |                         |              |
|-----------------------------------|-------------------------|--------------|
| Basic salary                      | QR                      | 1,200        |
| 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>1,500</b> |
| Service Duration                  | 1 Years 5 Months 1 Days |              |
| Leave Category                    | 21                      |              |
| Appointment date                  | 8-Nov-21                |              |
| Joining/Rejoining/Encashment date | 8-Nov-21                |              |
| Payment Type                      | d-Pay Card              |              |

| LEAVE ALLOWANCE      |          |           |          |
|----------------------|----------|-----------|----------|
| From                 | 8-Nov-21 | to        | 9-Apr-23 |
| ( 517 x 21 ) / 344 = | 31.56    | days @ Qr | 40.00    |
|                      |          |           | 1,262 ✓  |

| HOUSE RENT ALLOWANCE |          |           |          |
|----------------------|----------|-----------|----------|
| From                 | 8-Nov-21 | to        | 9-Apr-23 |
|                      | 31.56    | days @ Qr | 0        |



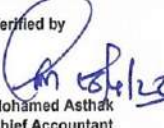


| AIR TICKET         |               |  |         |
|--------------------|---------------|--|---------|
| Amount of air fare | Economy Class |  | 2,650 ✓ |
| Doha-Colombo-Doha  |               |  |         |
| Self               |               |  |         |
| Full Fare QR. 2650 |               |  |         |

|                  |              |
|------------------|--------------|
| <b>NET TOTAL</b> | <b>3,912</b> |
|------------------|--------------|

( Qrs.Three Thousand Nine Hundred Twelve Only )

|  |  |  |  |  |
|--|--|--|--|--|
| Prepared by  | Verified by  | Verified by  | Verified by  | Approved by  |
| <br><b>Anwar Qazi</b><br>Accountant | <br><b>Anwar Qazi</b><br>Manager HR & Admin | <br><b>Mohamed Asthak</b><br>Chief Accountant | <br><b>Sameer Mohammed</b><br>Sr. Finance Manager | <br><b>Sameer Mohammed</b><br>General Manager |

I, the undersigned Thushanthan Gogaraja declare that I have received with thanks from Ummsaid Bakery all my dues relating to salary and leave salary totaling Qr.3,912( Qrs.Three Thousand Nine Hundred Twelve 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      | THUSHANTHAN GOGARAJA |
| Signature | _____                |
| Date      | _____                |



State Of Qatar  
Residency Permit



دولة قطر  
رخصة إقامة

ID.No: 29714403386 الرقم الشخصي:

D.O.B.: 24/04/1997 تاريخ الميلاد:

Expiry: 01/11/2022 الصلاحية:

سريلانكا الجنسية:

Nationality: SRILANKA

Occupation: ع ا م ل المهنة:

الاسم: كوشانتان غوغاراجا



Name: THUSHANTHAN GOGARAJA

Passport Number: N7567429 رقم جواز السفر:

Passport Expiry: 29/08/2027 تاريخ انتهاء الجواز:

Serial No: 30129714403386 الرقم الممثل:

Residency Type: عمل نوع الرخصة:

Employer: مخبز امسيد المستقدم:

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

توقيع حامل البطاقة  
Holder's signature





### Leave Requisition Form

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

Date of Initiation: 06.04.2023

Full Name : Thushanthan Gogaraja

Job Title : Dispatcher

Employee Code : 6550

Department : Dispatch

Business Unit : Ummsaid Bakery

**Leave Type**

Annual [ ] Encashment [✓] Leave Without Pay [ ] Leave With Pay [ ]

**Leave Information**

Leave From:

Leave up to :

No of Days :

Return to duty date:

**Contact Details while on vacation**

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

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

Remarks (if any):

Signature of Department Head

Date: 08/April/2023

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

DOJ : 8/11/21

Total leave taken :

Passport Expiry : —

QID Expiry : —

Leave Passage &amp; Dependent Details:

From 8/11/21 To 9/4/23-31.56

Doha-Colombo-Doha

Economy Class Air Ticket for self.

Unit – HR &amp; Admin

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

No of Days :

Signature

Date : 11/4/23