



بنك دخان
DUKHAN BANK

Main Branch

شركات
Corporate

رقم الشيك
Cheque No. 00009837

Date 09-Aug-2023 التاريخ

Pay to the order of **** MAHAMD TAHIR ****
or bearer

إدفعوا لأمر
أو لحامله

Amount **** THREE THOUSAND NINE HUNDRED FORTY EIGHT ONLY**
in words

المبلغ
بالحروف

رق
Q.R

3,948.00

**

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

⑈00009837⑈0:634020015⑈00000100000792506⑈

Ummsaid Bakery Qatar

Al Meena Street

P.O Box 1444 Doha Qatar

E-mail: info@qbake.qa

كيوبيك
Qbake

Payment Advice

Payment Date : 09.08.2023

Document Number : 2334027968

Supplier code :102449

MAHAMD TAHIR

Doha

QA -

Dear Sir / Madam,

Exchange rate :

Remarks : L.S - MAHAMD TAHIR#3999

Payment Method :

Ref.Document.no	Document Date	Document Amount	Other Deduction	Net Amount	Curr
00009837	09.08.2023	3,948.00-	0.00	3,948.00-	QAR
		3,948.00	0.00	3,948.00	QAR

Payment Detail(s)

Bank's Name / A/c No.	Cheque Number	Instrument Date	Amount	Currency
DUKHAN BANK	00009837	09.08.2023	3,948.00	QAR
100000792506		Total :	3,948.00	QAR

Amount in words : Qatari Riyal Three Thousand Nine Hundred Forty-Eight Only

Kindly acknowledge the receipt

Thanking You

Prepared By

Verified By

Authorized By

Receiver's Signature

Document Date/Time:09.08.2023/12:17:34

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: 10-11-14 To 21-08-23				
102449 - 3999	LEAVE SETTLEMENT OF Mr.		USB	MAHAMD TAHIR
TO BE RECEIVED ON	21-Aug-23	Basic Salary	QR	1,000
DEPARTMENT	Production	HRA	QR	-
DESIGNATION	Operator	Transport Allowance	QR	-
		Telephone Allowance	QR	-
		Cost of Living Allowance	QR	-
		Food Allowance	QR	300
		Other Allowance	QR	100
		Total Package	QR	1,400
		Service Duration	8 Years 1 Months 9 Days	
		Leave Category	30	
		Appointment date	10-Nov-14	
		Joining/Rejoining/Encashment date	9-Nov-21	
		Payment Type	d-Pay Card	
SALARY				
BASIC SALARY				
From	1-Aug-23	to	21-Aug-23	
	21	days @ Qr	32.26	677
OTHER ALLOWANCE				
From	1-Aug-23	to	21-Aug-23	
	21	days @ Qr	3.23	68
FOOD ALLOWANCE				
From	1-Aug-23	to	21-Aug-23	
	21.00	days @ Qr	9.68	203
LEAVE SALARY				
BASIC SALARY				
From	9-Nov-21	to	19-Dec-22	
	(335 x 30) / 335 =	30.00 days	33.33	1,000
AIR TICKET				
Amount of air fare		Economy Class		
Doha-Kathmandu-Doha				
SELF				2,000
Full Fare QR. 2000				
NET TOTAL				3,948
(Qrs.Three Thousand Nine Hundred Forty Eight Only)				
Prepared by	Verified by	Verified by	Verified by	Approved by
Jerrish	Anwar Qazi	Mohamed Asthak	Sameer Mohammed	Sabeer Chai
Sr. Accountant	Manager HR & Admin	Chief Accountant	Sr. Finance Manager	General Manager
I, the undersigned Mahamd Tahir declare that I have received with thanks from Ummsaid Bakery all my dues relating to salary and leave salary totaling Qr.3,948(Qrs.Three Thousand Nine Hundred Forty Eight 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	MAHAMD TAHIR			
Signature				
Date				

ص.ب: 1444، الدوحة، قطر. الهاتف: 000 4441 5000، الفاكس: 4441 4973، سجل تجاري رقم: ٤٣٩٧٢

P.O. Box: 1444, Doha, Qatar. Tel.: +974 4441 5000, Fax: +974 4431 4973, E-mail: info@qbake.qa | Website: www.qbake.qa | C.R. No.: 43972

Leave Requisition Form

Part 1 (To be filled by Employee)

Date of initiation: 29/07/23

Full Name : Mohamed Tahir

Job Title : Labour

Employee Code : 3999

Department : Production

Business Unit : Ummsaid Bakery.

Leave Type

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

Leave Information

Leave From: 22/08/23 Leave up to: 12/10/23 No of Days: 52 Return to duty date: 13/10/23

Contact Details while on vacation

Telephone No. :

Mobile No. : +9779819903282

Address :

Email ID :

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

Signature of backup employee:
3705 & Sam Kumar Rai

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

Remarks (if any):

Signature of Department Head

Signature of Employee

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

DOJ: 10/11/14

Total leave taken :

Passport Expiry: 9/12/25

QID Expiry: 9/11/23

Leave Passage & Dependent Details:

From 09/11/22 To 19/12/22 - 30

Doha - Kathmandu - Doha

Economy Class Air Ticket proof.

Unit - HR & Admin

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

No of Days: 52

Signature:

Date: 10/7

State Of Qatar
Residency Permit



دولة قطر
رخصة إقامة

ID.No: 28852413809 الرقم الشخصي:
D.O.B.: 06/11/1988 تاريخ الميلاد:
Expiry: 09/11/2022 الصلاحية:

نيپال الجنسية:

Nationality: NEPAL

Occupation: عامل المهنة:



الاسم: محمد طاهر

Name: MAHAMD TAHIR

Passport Number: 09371913 رقم جواز السفر:
Passport Expiry: 08/12/2025 تاريخ انتهاء الجواز:
Serial No: 31028852413809 الرقم الممثل:
Residency Type: عمل نوع الرخصة:
Employer: شركة مطلعن الدقيق القطريه المستقدم:

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

توقيع حامل البطاقة
Holder's signature

