



بنك دخان
DUKHAN BANK

Main Branch

شركات
Corporate

رقم الشيك
Cheque No. 00009648

04-May-2023

Date التاريخ

Pay to the order of
or bearer

** HEM BAHADUR TAMANG **

إدفعوا لأمر
أو لحامله

Amount
in words

** ONE THOUSAND FOUR HUNDRED SIXTEEN ONLY **

المبلغ
بالحروف

رق
Q.R

1,416.00

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

⑈00009648⑈01:6340200151⑈00000100000792506⑈

Ummsaid Bakery Qatar

Al Meena Street

P.O Box 1444 Doha Qatar

E-mail: info@qbake.qa

كيوبيك
Qbake

Payment Advice

Payment Date : 04.05.2023

Document Number : 2360000427

GL Account :

Payee Name :

Exchange rate :

Remarks : LE HEN BAHADUR#5266

Payment Method :

Ref.Document.no	Document Date	Document Amount	Other Deduction	Net Amount	Curr
00009648	04.05.2023	1,416.00	0.00	1,416.00	QAR
		1,416.00	0.00	1,416.00	QAR

Payment Detail(s)

Bank's Name / A/c No.	Cheque Number	Instrument Date	Amount	Currency
DUKHAN BANK	00009648	04.05.2023	1,416.00	QAR
100000792506		Total :	1,416.00	QAR

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

Kindly acknowledge the receipt

Thanking You

Prepared By



Verified By



Authorized By

Receiver's Signature

Document Date/Time:04.05.2023/16:17:29

Ummsaid Bakery

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


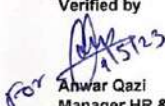
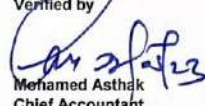

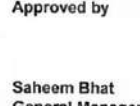
**كيوبيك
Qbake****مخبز مسعيد**

(مملوك لشركة زاد القابضة ش.م.ق.ع.)

Service Period From: 14-07-22 To 11-03-23			
LEAVE ENCASHMENT		OF Mr. HEM BAHADUR	
UPTO		11-Mar-23	
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	300
Other Allowance	QR	-
Total Package	QR	1,300
Service Duration	4 Years 11 Months 17 Days	
Leave Category	21	
Appointment date	22-Mar-18	
Joining/Rejoining/Encashment date	14-Jul-22	
Payment Type	d-Pay Card	

LEAVE ALLOWANCE				Qr
From	14-Jul-22	to	11-Mar-23	
(240 x 21) / 344 =		14.65 days	33.33	488
	14.65	days @ Qr		
HOUSE RENT ALLOWANCE				
From	14-Jul-22	to	11-Mar-23	
	14.65	days @ Qr		0
AIR TICKET				
Amount of air fare				928
Doha-Kathmandu-Doha				
Self				
Full Fare QR. 2000				
NET TOTAL				1,416
(Qrs.One Thousand Four Hundred Sixteen Only)				

Prepared by  Ansaadeen Accountant	Verified by  Ahwar 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 Hem Bahadur declare that I have received with thanks from Ummsaid Bakery all my dues relating to salary and leave salary totaling Qr.1,416(Qrs.One Thousand Four Hundred Sixteen 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	HEM BAHADUR
Signature	_____
Date	_____

State Of Qatar
Residency Permit



دولة قطر
رخصة إقامة

ID.No: 28152444205 الرقم الشخصي:
D.O.B.: 23/06/1981 تاريخ الميلاد:
Expiry: 19/03/2023 الصلاحية:



Nationality: NEPAL الجنسية:
Occupation: عامل المهنة:

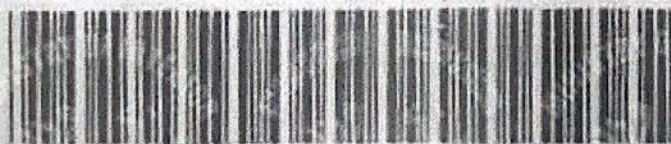
الاسم: هيم باهادور تامانج

Name: HEM BAHADUR TAMANG





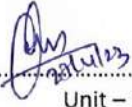

Passport Number: 09440466 رقم جواز السفر:
Passport Expiry: 26/12/2025 تاريخ انتهاء الجواز:
Serial No: 30428152444205 الرقم المسلسل:
Residency Type: عمل نوع الرخصة:
Employer: شركة مطاحن الدقيق القطرية المستقدم:

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:	
Full Name : <u>Hem Bahadur Tamang</u>		Employee Code : <u>5266</u>	
Job Title : <u>Labour</u>		Business Unit : <u>Ummsaid Bakery</u>	
Department : <u>Production</u>			
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. : <u>74414961</u>	
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		<u>19/04/23</u> Date	
Part 3 (Leave Eligibility – to be filled by HR)			
DOJ: <u>22/3/18</u>		Total leave taken :	
Passport Expiry : <u>—</u>		QID Expiry : <u>—</u>	
Leave Passage & Dependent Details:			
<u>From 14/2/22 To 11/2/23 - 14.65 /</u> <u>Doha - Kathmandu - Doha</u> <u>Economy Class Air Ticket for self</u>			
		 Unit – HR & Admin	
Part 4 (Final Approval – to be filled by CEO/GM/VP)			
No of Days :	Signature : 	Date : <u>22/4/23</u>	