



بنك دخان
DUKHAN BANK

Main Branch

شركات
Corporate

رقم الشيك
Cheque No.

00007885

09-Jan-2023

Date التاريخ

Pay to the order of
or bearer

** ABDEL AZIZ IBRAHIM HUSSEIN OTHMAN **

إدفعوا لأمر
أو لحامله

Amount
in words

** SIX THOUSAND FOUR HUNDRED EIGHTEEN ONLY **

المبلغ
بالحروف

رق
Q.R

6,418.00

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

0000 7885 01634020015100000100000792506

Doc. Type : SA (G/L Account Document) Normal document			
Doc. Number	2360000003	Company Code	5501
Doc. Date	09.01.2023	Posting Date	09.01.2023
Calculate Tax	<input checked="" type="checkbox"/>	Fiscal Year	2023
Ref.Doc.	00007885	Period	01
Doc. Currency	QAR		
Doc. Hdr Text	FF AMIT KUMAR#5024		

Item	EX	Account	Account Short Text	Assignment	TX	Amount	Text
1	50	109118	BEO-P-CA100000792506	104301		6,418.00-	FF AMIT KUMAR#5024 UP TO 04-01-2023
2	40	401500	EC-Basic Salary	236000000032023		129.00	FF AMIT KUMAR#5024 UP TO 04-01-2023
3	40	401506	FC-Food Allowance	236000000032023		39.00	FF AMIT KUMAR#5024 UP TO 04-01-2023
4	40	401101	VC-Normal Overtime	104301		396.00	FF AMIT KUMAR#5024 UP TO 04-01-2023
5	40	401102	VC-Holiday Overtime	236000000032023		425.00	FF AMIT KUMAR#5024 UP TO 04-01-2023
6	40	207001	Pay-Leave Salary	236000000032023		151.00	FF AMIT KUMAR#5024 UP TO 04-01-2023
7	40	207002	Pay-Air Fare	236000000032023		1,100.00	FF AMIT KUMAR#5024 UP TO 04-01-2023
8	40	202000	Provision for EoSB	236000000032023		4,178.00	FF AMIT KUMAR#5024 UP TO 04-01-2023

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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: 04-11-17 To 04-01-23			
FULL AND FINAL SETTLEMENT OF Mr.		USB	AMIT KUMAR KHADKA
TO BE RECEIVED ON		4-Jan-23	104301 - 5024
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		5 Years 2 Months 0 Days	
Leave Category		21	
Appointment date		4-Nov-17	
Joining/Rejoining/Encashment date		22-Oct-22	
Payment Type		d-Pay Card	
SALARY			
BASIC SALARY	From	1-Jan-23	to 4-Jan-23
		4	days @ Qr 32.26
FOOD ALLOWANCE	From	1-Jan-23	to 4-Jan-23
		4.00	days @ Qr 9.68
OVERTIME & COMMISSION			
	Dec-22	Jan-23	Dec-22
Normal	76	0	395.83
Holiday	68	0	425.00
LEAVE SALARY FOR 2021-2022			
BASIC SALARY	From	22-Oct-22	to 4-Jan-23
	(74 x 21) / 344 =	4.52	days @ Qr 33.33
AIR TICKET EXIT	Amount of air fare		1,100
DOHA-Kathmandu			
SELF			
Full Fare QR. 1100			
END OF SERVICE BENEFITS			
From	04-Nov-2017 to	04-Jan-2023	4,178
(1888 Days)			
(1000 x 21 / 26 x 1888/365)			
Less: Recovery on account of loan and advances paid for expenses as per attached working.			
Less: Unauthorized abseteeism 00 day in 2022.			
NET TOTAL			6,418
(Qrs.Six Thousand Four Hundred Eighteen Only)			
Prepared by	Verified by	Verified by	Verified by
Accountant	Sr. Executive HR	Asst. Manager HR & Admin	Chief Accountant
Sameer Mohammed	Wasim	Anwar Qazi	Mohamed Asthak
03 JAN 2023			
Sr. Finance Manager			
I, the undersigned Amit Kumar Khadka declare that I have received with thanks from Ummsaid Bakery all my dues relating to salary, leave salary and end of service totalling Qr.6,418(Qrs.Six Thousand Four Hundred Eighteen 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	AMIT KUMAR KHADKA		
Signature			
Date	06/01/23		

State Of Qatar
Residency Permit



دولة قطر
رخصة إقامة

ID.No: 29452436765 الرقم الشخصي:
D.O.B.: 13/01/1994 تاريخ الميلاد:
Expiry: 01/11/2022 الصلاحية:

Nationality: NEPAL الجنسية:
Occupation: عامل المهنة:



الاسم: اميت كومار خادكا

Name: AMIT KUMAR KHADKA

Passport Number: 06081806 رقم جواز السفر:
Passport Expiry: 30/08/2022 تاريخ انتهاء الجواز:
Serial No: 30429452436765 الرقم المسلسل:
Residency Type: عمل نوع الرخصة:
Employer: مخبر امسيد المستقدم:

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

توقيع حامل البطاقة
Holder's signature

اميت كومار خادكا



Ummsaid Bakery

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**كيوبيك
Qbake**

مخبز مسعيد

(مملوك لشركة زاد القابضة ش.م.ق.ع.)

Ref: CHR/F3RA/23/04

Dated: 25th December 2022

To,

Mr. Amit Kumar Khadka,
Bakery Division
Cleaner
Emp. Code: 5024

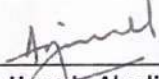
Subject : **ACCEPTANCE OF YOUR RESIGNATION**


Dear Amit Kumar

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 04th January 2023.

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:

- Finance department
- HR & Admin

Attachments: Internal clearance form.



Internal Clearance FormDate of Initiation: 25th Dec 2022

Full Name : Amit Kumar Khadka				
Job Title : Cleaner		Employee Code : 5024		
DOJ : 04 th November 2017		Last working day : 04 th January 2023		
Department : HR & Admin		Business Unit : Ummsaid Bakery		
Reporting to : Anwar Qazi		Date of leaving : 05 th January 2023		
Particulars	Condition Of Return	Recoveries If Any	Charge Taken By	Signature Of Head Of Department
DEPARTMENT				
<ul style="list-style-type: none"> Files/Register/Documents Manuals Tools Safety Equipment 				
IT				
<ul style="list-style-type: none"> Computer / Laptop Flash Drive Email ID Deactivation Mobile Handset Sim Card Telephone ERP login 	-	-	-	-
WORKSHOP				
<ul style="list-style-type: none"> Vehicle Traffic Violation 				
PROCUREMENT				
<ul style="list-style-type: none"> Fuel tag 				
STORES				
HR/ADMINISTRATION	Duty Resumed from 22/10/22 to 04/01/23 NA Will not be renewed online NA Will be canceled online on LWD NA			
<ul style="list-style-type: none"> Company Accommodation Health Card Insurance Card Employee ID Card Legal Case 				
FINANCE	NO due 25/12/22			
<ul style="list-style-type: none"> Advance Company Loan Company Credit Card Any Other Bank Related <ul style="list-style-type: none"> Personal Loan Credit Card 				

Signature (Employee): -

Unit - HR: - Anwar Qazi