

Ref: CHR/F3RA/24/51

Dated: 28<sup>th</sup> July 2024

To,

Mr. Ashok Thakur  
Bakery Division  
Labour - Production  
Emp. Code: 6665

Subject : **ACCEPTANCE OF YOUR RESIGNATION**

Dear Ashok,

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 15<sup>th</sup> August 2024.

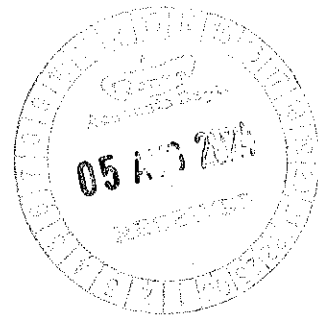
You are requested to collect your final settlement after submitting the required internal clearance form to the Finance department.

**Adnan Meerji**  
**General Manager**

CC:

- Production Department
- Finance department
- HR & Admin

Attachments: Internal clearance form.



**Internal Clearance Form**Date of Initiation: 28<sup>th</sup> July 2024

Full Name : Ashok Thakur

Job Title : Labour

Employee Code : 6665

DOJ : 29-Jan-2022

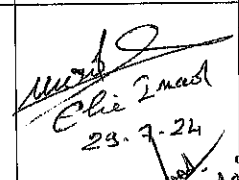
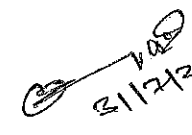

Last working day : 15-Aug-2024

Department : Production

Business Unit : Ummsaid Bakery

Reporting to :

Date of leaving :

Particulars	Condition Of Return	Recoveries If Any	Charge Taken By	Signature Of Head Of Department
<b>DEPARTMENT</b> <ul style="list-style-type: none"> <li>Files/Register/Documents</li> <li>Manuals</li> <li>Tools</li> <li>Safety Equipment</li> </ul>				 28.7.24
<b>IT</b> <ul style="list-style-type: none"> <li>Computer / Laptop</li> <li>Flash Drive</li> <li>Email ID Deactivation</li> <li>Mobile Handset</li> <li>Sim Card</li> <li>Telephone</li> <li>ERP login</li> </ul>				
<b>WORKSHOP</b> <ul style="list-style-type: none"> <li>Vehicle</li> <li>Traffic Violation</li> </ul>				
<b>PROCUREMENT</b> <ul style="list-style-type: none"> <li>Fuel tag</li> </ul>				
<b>STORES</b>				
<b>HR/ADMINISTRATION</b> <ul style="list-style-type: none"> <li>Company Accommodation</li> <li>Health Card</li> <li>Insurance Card</li> <li>Employee ID Card</li> <li>Legal Case</li> </ul>	NA Will not be renewed online NA Will be canceled online on LWD NA			 31/7/24
<b>FINANCE</b> <ul style="list-style-type: none"> <li>Advance</li> <li>Company Loan</li> <li>Company Credit Card</li> <li>Any Other</li> <li>Bank Related <ul style="list-style-type: none"> <li>Personal Loan</li> <li>Credit Card</li> </ul> </li> </ul>	no Due 31/8/24			

Signature (Employee): -

Unit - HR: - Anwar Qazi

	Fare sheet for the Month of Aug 2024								
GOA	INDIA		1400	1150	300		3220	2650	650
HYDERABAD	INDIA		1550	1250	310		3150	2550	570
ISTANBUL	TURKEY		1750	1420	300		3020	2450	510
JAIPUR	INDIA		1600	1220	320		2770	2200	510
ISLAMABAD	PAKISTAN		1100	950	250		2750	2250	620
KARACHI	PAKISTAN		1150	1000	250		2350	1980	580
KATHMANDU	NEPAL		1180	920	280		1830	1540	420
KANNUR	INDIA		1280	1280	360		2600	2600	500
KABUL	AFGANISTAN		1550	1230	260		3700	3700	510
KHARTOUM	SUDAN		2080	1720	380		3450	2750	750
KUALALUMPUR	MALAYSIA		2950	2300	350		5050	4040	660
KOLKOTTA	INDIA		1530	1250	310		2800	2300	540
LAGOS	NIGERIA		2550	2000	460		4450	3600	740
LUKNOW	INDIA		1350	1140	300		2940	2480	580
LAHORE	PAKISTAN		1200	980	250		2320	2020	520
MOGADISHU	SOMALIA		2260	1820	420		4800	3950	720
MUMBAI	INDIA		1400	1150	350		2700	2220	520
MANILA	PHILIPPINES		1800	1480	350		3400	2780	680
MADURAI	INDIA		1400	1150	200		2900	2350	380
MANGALORE	INDIA		1400	1200	280		2850	2220	390
MUSCAT	OMAN		1350	1100	260		2450	2080	840
NAIROBI	KENYA		1850	1480	350		3600	2900	680
NAGPUR	INDIA		1450	1220	300		2800	2300	550
PUNE	INDIA		1520	1380	240		2850	2300	550
PATNA	INDIA		1620	1400	260		2800	2320	850
PESHWAR	PAKISTAN		1000	880	230		2300	2000	560
SANAA	YEMEN								
SRINAGAR	INDIA		1550	1300	230		3150	2500	380
TEHRAN	IRAN		2480	2080	480		3600	2850	710
TRICHY	INDIA		1300	1080	200		2780	2220	350
THRIVANTHAPURAM	INDIA		1580	1280	300		2950	2420	580
TUNJS	TUNISIA		2560	2040	440		4700	3800	830
VADODARA	INDIA		1500	1220	240		2480	2060	660
VARANASI	INDIA		1480	1200	230		2820	2350	510

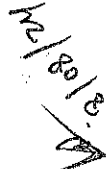
MB RL


UMMISAIID BAKERY

Resigned employee Attendance & Overtime Sheets - Production Department

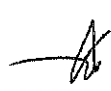
S/N	EMP CODE	EMP NAME	MONTH	1	2	3	4	5	6	7	8	9	10	11	F	13	14	15	16	17	18	P	20	21	22	23	24	25	P	27	28	29	30	31	TOTAL	NORMAL OT	FRIDAY / HOLIDAY OT	TOTAL ABSENT	TOTAL DAYS TO BE PAID		
1	5296	Sudip Darji	Jul-24	1	4	A	A	OFF	4	4	4	4	4	4	4	12	4	4	4	4	4	4	4	4	4	4	4	4	4	4	12	4	A	4	2	2	118	104	14	4	27
2	5378	Shankar Bahadur Nepali	Jul-24	4	4	4	4	4	12	2	4	4	4	4	2	OFF	2	A	4	2	4	4	4	4	4	4	4	4	4	4	12	4	4	A	4	1	111	98	13	2	29
3	5665	Ashok Thakur	Jul-24	4	A	A	A	OFF	A	P	1	4	P	P	OFF	P	P	P	P	P	P	OFF	P	P	P	P	P	P	A	OFF	P	1	P	P	P	10	30	0	5	26	

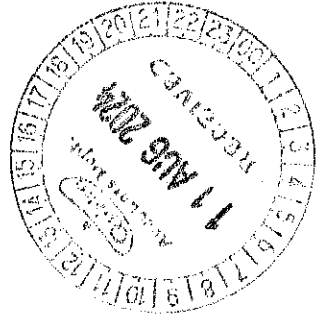
S/N	EMP CODE	EMP NAME	MONTH	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	NORMAL OT	FRIDAY / HOLIDAY OT	TOTAL ABSENT	TOTAL DAYS TO BE PAID
1	5296	Sudip Darji	Aug-24	2	OFF	A	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	2	2	0	3	12
2	5378	Shankar Bahadur Nepali	Aug-24	3	OFF	4	4	4	4	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	0	15
3	5665	Ashok Thakur	Aug-24	P	OFF	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	0	0	0	1	14	

Signature:   
Abdul Rashid (Manager - Production)

Signature:   
Submitted By: Javed Ahmad (Assistant HR & Admin)

Signature:   
Qazi Anwar (Manager - Human Resources & Admin)

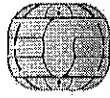
Signature:   
Authorized & Approved By: Adnan Meerji (General Manager)



State of Qatar  
Residency Permit



دولة قطر  
رخصة إقامة



ID. No: 29652417634

الرقم:

D.O.B. 20/12/1996

تاريخ الميلاد:

Expiry: 19/01/2024

الصلاحية:

نيبال

الجنسية:

Nationality:

NEPAL

Occupation:

ع ا م ل

المهنة:



الاسم: أشوك ثاكور

Name: ASHOK THAKUR

Passport Number: 09390336

رقم جواز السفر:

Passport Expiry: 14/12/2025

تاريخ انتهاء الجواز:

Serial No: 1112F2061B1DA12A

الرقم المسلسل:

Residency Type: عمل

نوع الرخصة:

Employer: (الشرطة القطرية للصناعات الغذائية) فونكو

المستقدم:

مدير عام الجنسية والمناطق وشؤون المواطنين  
General Director of Nationality,  
Borders & Expatriates Affairs

توقيع حامل البطاقة  
Holder's Signature

