



بنك دخان
DUKHAN BANK

Main Branch

شركات
Corporate

رقم الشيك
Cheque No.

00009627

Date 01-May-2023 التاريخ

Pay to the order of **** KUMAR PATHAK ****
or bearer

إدفعوا لأمر
أو لحامله

Amount **** THREE THOUSAND TWO HUNDRED EIGHTY ONLY ****
in words

المبلغ
بالحروف

رق
Q.R

3,280.00

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

⑈00009627⑈0⑈6340200⑈5⑈00000⑈100000792506⑈

Ummsaid Bakery Qatar

Al Meena Street

P.O Box 1444 Doha Qatar

E-mail: info@qbake.qa

كيوبيك
Qbake

Payment Advice

Payment Date : 01.05.2023

Document Number : 2360000391

GL Account :

Payee Name :

Exchange rate :

Remarks : LE KUMAR PATHAK#2534

Payment Method :

Ref.Document.no	Document Date	Document Amount	Other Deduction	Net Amount	Curr
00009627	01.05.2023	3,280.00	0.00	3,280.00	QAR
		3,280.00	0.00	3,280.00	QAR

Payment Detail(s)

Bank's Name / A/c No.	Cheque Number	Instrument Date	Amount	Currency
DUKHAN BANK	00009627	01.05.2023	3,280.00	QAR
100000792506		Total :	3,280.00	QAR

Amount in words : Qatari Riyal Three Thousand Two Hundred Eighty Only

Kindly acknowledge the receipt

Thanking You

Prepared By

#

Verified By

S

Authorized By

Signature

Receiver's Signature

Document Date/Time:02.05.2023/10:31:42

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: 12-05-22 To 12-04-23			
LEAVE ENCASHMENT	USB	OF Mr.KUMAR PATHAK	
UPTO		12-Apr-23	100710 - 2534
DEPARTMENT		Production	
DESIGNATION		Operator	

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	100
Total Package	QR	1,400
Service Duration		13 Years 11 Months 0 Days
Leave Category		30
Appointment date		12-May-09
Joining/Rejoining/Encashment date		12-May-22
Payment Type		d-Pay Card

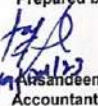
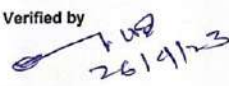
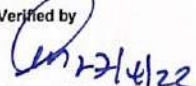


LEAVE ALLOWANCE			
From	12-May-22	to	12-Apr-23
(335 x 30) / 335 =	30.00	days @ Qr	33.33
			1,000

HOUSE RENT ALLOWANCE			
From	12-May-22	to	12-Apr-23
	30.00	days @ Qr	-
			0

AIR TICKET			
Amount of air fare			2,280
Doha-Kathmandu-Doha	Economy Class		
Self			
Full Fare QR. 2280			

NET TOTAL	
	3,280

(Qrs.Three Thousand Two Hundred Eighty Only)

Prepared by	Verified by	Verified by	Verified by	Approved by
				
Anwar Qazi Manager HR & Admin	Mohamed Asthak Chief Accountant	Sameer Mohammed Sr. Finance Manager	Sameer Mohammed Sr. Finance Manager	Sameer Bhat General Manager

I, the undersigned Kumar Pathak declare that I have received with thanks from Ummsaid Bakery all my dues relating to salary and leave salary totalling Qr.3,280(Qrs.Three Thousand Two Hundred Eighty Only) vide Cheque No. 9623.....

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	KUMAR PATHAK
Signature	
Date	

State Of Qatar
Residency Permit



دولة قطر
رخصة إقامة

ID.No: 27852419073 الرقم الشخصي:
D.O.B.: 06/12/1978 تاريخ الميلاد:
Expiry: 10/05/2023 الصلاحية:
Nationality: NEPAL الجنسية:
Occupation: عمل المهنة:



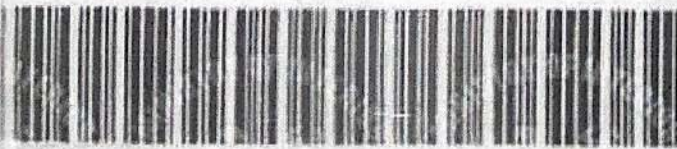
الاسم: कुमार پاتهاک

Name: KUMAR PATHAK

Passport Number: 09027721 رقم جواز السفر:
Passport Expiry: 27/07/2025 تاريخ انتهاء الجواز:
Serial No: 31527852419073 الرقم المسلسل:
Residency Type: عمل نوع الرخصة:
Employer: شركة زاد القابضة (ش.م.ق) المستقيم:

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: 12/04/23

Full Name : Kumar Pathak

Job Title : Operator

Employee Code : 2534

Department : Production

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:



12/04/23

Signature of Employee

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

Remarks (if any):

Signature of Department Head

Date

13/04/23

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

DOJ : 12/5/5

Total leave taken :

Passport Expiry : -

QID Expiry : -

Leave Passage & Dependent Details:

From 12/5/22 To 12/4/23 - 30

Doha - Kathmandu - Doha

Economy class Air Ticket for self.

Unit – HR & Admin

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

No of Days :

Signature :

Date : 17/4/23