



بنك دخان  
DUKHAN BANK

Main Branch

شركات  
Corporate

رقم الشيك  
Cheque No. 00009892

13-Nov-2023

التاريخ

Date

SECURITY PRINTING PRESS  
Pay to the order of \_\_\_\_\_  
or bearer

\*\* TAHIR ALI ANSARI \*\*

إدفعوا لأمر  
أو لحامله

Amount  
in words

\*\* FIVE THOUSAND TWO HUNDRED TWENTY FOUR ONLY \*\*  
المبلغ  
بالدرر

Q.R  
Q.R

5,224.00

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

00009892 016340200151 00000100000792506

## PAYMENT ADVICE

Ummsaid Bakery Qatar

Al Meena Street

P.O. BOX: 1444 Doha Qatar

Email: info@qbake.qa



|                  |                  |                  |                          |
|------------------|------------------|------------------|--------------------------|
| Payee            | TAHIR ALI ANSARI | Paym Date:       | 13.11.2023               |
| 102448           |                  | Doc.No:          | 2334040165               |
| TAHIR ALI ANSARI |                  | Payment Method : |                          |
| Doha-Doha        |                  | Exch.rate:       |                          |
|                  |                  | Remarks:         | LS TAHIR ALI ANSARI#3998 |

| Ref. Doc. No | Posting Date | DC Type | Sup. Doc. No | Sup. Doc. Date | Currency | Doc Amount | Adjustment | Pay. Amount |
|--------------|--------------|---------|--------------|----------------|----------|------------|------------|-------------|
| 2333002408   | 13.11.2023   | KR      | 00009892     | 13.11.2023     | QAR      | 5,224.00   |            | 5,224.00    |
| <b>Total</b> |              |         |              |                |          | 5,224.00   |            | 5,224.00    |

| Bank Name   | AC No.       | Cheque No | Cheque Date  | Currency | Amount   | Remarks |
|-------------|--------------|-----------|--------------|----------|----------|---------|
| DUKHAN BANK | 100000792506 | 00009892  | Nov 13, 2023 | QAR      | 5,224.00 |         |

Amount in Words : Qatar Riyal Five Thousand Two Hundred Twenty-Four Only

*TAHIR ALI ANSARI*  
Created

Verified

Authorised

### Receiver's Details

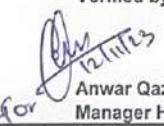
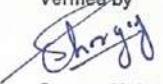
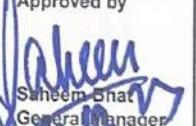
Kindly Acknowledge the receipts

Name :

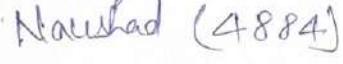
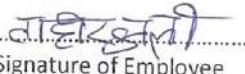
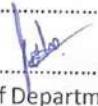
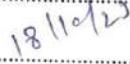
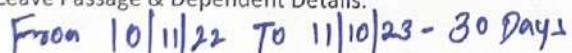
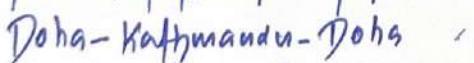
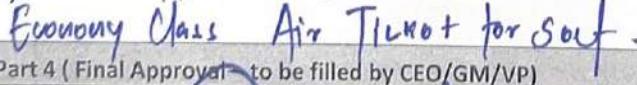
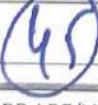
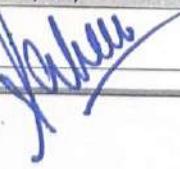
Signature :

### Payment Request Approvals

| Pay. Req. Ref | PR Date | Creator | Level 1  | Level 2  | Level 3     | Level 4 | Level 5 |
|---------------|---------|---------|----------|----------|-------------|---------|---------|
|               |         |         | <i>S</i> | <i>R</i> | <i>Sah.</i> |         |         |

|  |  | Service Period From: 10-11-14 To 17-11-23  |  |  |  |  |
|--|--|--|--|--|--|--|
| 102448 - 3998 LEAVE SETTLEMENT OF Mr.  |  | USB  | TAHIR ALI ANSARI   |  |  |  |
| TO BE RECEIVED ON  | 17-Nov-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 11 Months 1 Days   |  |  |  |
|  |  | Leave Category   | 30   |  |  |  |
|  |  | Appointment date   | 10-Nov-14  |  |  |  |
|  |  | Joining/Rejoining/Encashment date  | 10-Nov-22  |  |  |  |
|  |  | Payment Type   | d-Pay Card   |  |  |  |
| <u>SALARY</u>  |  |  |  |  |  |  |
| <u>BASIC SALARY</u>  |  |  |  |  |  |  |
| From   | 1-Nov-23   | to   | 17-Nov-23  |  |  |  |
|  | 17   | days @ QR  | 33.33  | ✓ 567  |  |  |
| <u>OTHER ALLOWANCE</u>   |  |  |  |  |  |  |
| From   | 1-Nov-23   | to   | 17-Nov-23  |  |  |  |
|  | 17   | days @ QR  | 3.33   | ✓ 57   |  |  |
| <u>FOOD ALLOWANCE</u>  |  |  |  |  |  |  |
| From   | 1-Nov-23   | to   | 17-Nov-23  |  |  |  |
|  | 17.00  | days @ QR  | 10.00  | ✓ 170  |  |  |
| <u>LEAVE SALARY</u>  |  |  |  |  |  |  |
| <u>BASIC SALARY</u>  |  |  |  |  |  |  |
| From   | 10-Nov-22  | to   | 11-Oct-23  |  |  |  |
| ( 335 x 30 ) / 335 =   | 30.00  | days @ QR  | 30.00 days   | 33.33  |  |  |
| <u>AIR TICKET</u>  |  |  |  |  |  |  |
| Amount of air fare   |  |  |  |  |  |  |
| Doha-Kathmandu-Doha  |  | Economy Class  |  |  |  |  |
| SELF   |  |  |  | ✓ 3,430  |  |  |
| Full Fare QR. 3430   |  |  |  |  |  |  |
| <u>NET TOTAL</u>   |  |  |  |  |  |  |
| ( Qrs.Five Thousand Two Hundred Twenty Four Only )   |  |  |  |  |  |  |
| Prepared by<br><br>Tahir Ali Ansari<br>Accountant   | Verified by<br><br>Anwar Qazi<br>Manager HR & Admin | Verified by<br><br>Mohamed Asthak<br>Chief Accountant | Verified by<br><br>Sameer Mohammed<br>Sr. Finance Manager | Approved by<br><br>Suleem Bhat<br>General Manager |  |  |
| 14 NOV 2023  |  |  |  |  |  |  |
| I, the undersigned Tahir Ali Ansari declare that I have received with thanks from Ummsaid Bakery all my dues relating to salary and leave salary totaling Qr.5,224 ( Qrs.Five Thousand Two Hundred Twenty Four 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   | TAHIR ALI ANSARI   |  |  |  |  |  |
| Signature  |    |  |  |  |  |  |
| Date   |    |  |  |  |  |  |

### Leave Requisition Form

|   |  |  |   |
|---|--|--|---|
| <b>Part 1 ( To be filled by Employee )</b>  |  | Date of Initiation: 18/10/2023   |   |
| Full Name : Tahir Ali Ansari  |  |  |   |
| Job Title : Labour  | Employee Code : 3998   |  |   |
| Department : Production   | Business Unit : UNB  |  |   |
| <b>Leave Type</b>   |  |  |   |
| Annual [ <input checked="" type="checkbox"/> ]  | Encashment [ <input type="checkbox"/> ]  | Leave Without Pay [ <input type="checkbox"/> ]   | Leave With Pay [ <input type="checkbox"/> ] |
| <b>Leave Information</b>  |  |  |   |
| Leave From: 18.11.2023  | Leave up to :02.01.2024  | No of Days: 45   | Return to duty date:03.01.24                |
| <b>Contact Details while on vacation</b>  |  |  |   |
| Telephone No. :   | Mobile No. : +917307441990   |  |   |
| Address: Rampurwa, Nawalparasi, Nepal   | Email ID :   |  |   |
| Backup employee during leave period based on discussion with Dept. Head:  | Signature of backup employee:  |  |   |
|   |  |  |   |
|    |  |  |   |
|    |  |  |   |
| <b>Part 2 (Department Approval – to be filled by Department Head )</b>  |  |  |   |
| Remarks (if any):<br><br><br><br>   |  |  |   |
|  <span style="float: right;">Date</span>   |  |  |   |
| <b>Part 3 ( Leave Eligibility – to be filled by HR)</b>   |  |  |   |
| DOJ: 10/11/14   | Total leave taken: 52 Days in 22   |  |   |
| Passport Expiry: 12/12/24   | QID Expiry: 9/11/23  |  |   |
| Leave Passage & Dependent Details:<br><br><br><br> |  |  |   |
| Unit – HR & Admin   |  |  |   |
| <b>Part 4 ( Final Approval – to be filled by CEO/GM/VP)</b>   |  |  |   |
| No of Days :   | Signature:  | Date :  |   |

State Of Qatar  
Residency Permit



## دُوَلَةُ قَطَرِ رِخْصَةُ إِقَامَةٍ

|              |             |                |   |
|--------------|-------------|----------------|---|
| ID.No:       | 27852428861 | الرقم الشخصي:  |  |
| D.O.B.:      | 16/10/1978  | تاريخ الميلاد: |   |
| Expiry:      | 09/11/2023  | الصلاحية:      |   |
|              | نيبال       | الجنسية:       |   |
| Nationality: | NEPAL       |                |   |
| Occupation:  | عامل        | المهنة:        |   |
|              |             | الاسم:         | طاهر علي انصاري   |

Name: TAHIR ALI ANSARI

|  |                           |                      |
|--|---------------------------|----------------------|
| Passport Number:   | 07618850                  | رقم جواز السفر:      |
| Passport Expiry:   | 12/07/2024                | تاريخ انتهاء الجواز: |
| Serial No:   | 30827852428861            | الرقم المعملي:       |
| Residency Type:  | عمل                       | نوع الرخصة:          |
| Employer:  | شركة مطاحن الدقيق القطرية | المستقدم:            |
| Director of the General Directorate of Passports         | توقيع حامل البطاقة        | Holder's signature   |
| General Director of the General Directorate of Passports |                           |                      |

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

توقيع حامل البطاقة  
Holder's signature

Holder's signature

## ताट्टीर अस्ति

