



بنك دخان
DUKHAN BANK

SECURITY PRINTING PRESS

Main Branch

شركات
Corporate

رقم الشيك
Cheque No.
00009620

27-Apr-2023

التاريخ

Date _____

Pay to the order of ** THUSHANTHAN GOGARAJA **
or bearer

إدفعوا لأمر
أو لحامله

Amount ** THREE THOUSAND NINE HUNDRED TWELVE ONLY **
in words

المبلغ
بالدرؤف
R.Q.
QR

3,912.00

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

00009620 016340200150 00000100000792506

Ummsaid Bakery Qatar
 Al Meena Street
 P.O Box 1444 Doha Qatar
 E-mail: info@qbake.qa



Payment Advice			Payment Date : 27.04.2023		
Document Number : 2360000384 GL Account : Payee Name : Exchange rate : Remarks : LE THUSHANTHAN#6550 Payment Method :					
Ref.Document.no	Document Date	Document Amount	Other Deduction	Net Amount	Curr
00009620	27.04.2023	3,912.00	0.00	3,912.00	QAR
		3,912.00	0.00	3,912.00	QAR
Payment Detail(s)					
Bank's Name / A/c No.	Cheque Number	Instrument Date	Amount	Currency	
DUKHAN BANK	00009620	27.04.2023	3,912.00	QAR	
100000792506		Total :	3,912.00	QAR	
Amount in words : Qatari Riyal Three Thousand Nine Hundred Twelve Only Kindly acknowledge the receipt Thanking You					
Prepared By <i>[Signature]</i>	Verified By <i>[Signature]</i>	Authorized By <i>[Signature]</i> Receiver's Signature			
Document Date/Time: 27.04.2023/10:32:54					

Ummsaid Bakery

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

كوبك
Qbake

مخبر مسعود

(مملوك لشركة زاد القابضة ش.م.ق.ع.)

Service Period From: 08-11-21 To 09-04-23

LEAVE ENCASHMENT	USB	OF Mr.THUSHANTHAN GOGARAJA
UPTO	9-Apr-23	106422 - 6550
DEPARTMENT	Dispatch	
DESIGNATION	Dispatcher	

Basic salary	QR	1,200
HRA	QR	-
Transport Allowance	QR	-
Telephone Allowance	QR	-
Cost of Living Allowance	QR	-
Food Allowance	QR	300
Other Allowance	QR	-
Total Package	QR	1,500
Service Duration	1 Years 5 Months 1 Days	
Leave Category	21	
Appointment date	8-Nov-21	
Joining/Rejoining/Encashment date	8-Nov-21	
Payment Type	d-Pay Card	

LEAVE ALLOWANCE

From	8-Nov-21	to	9-Apr-23
(517 x 21) / 344 =	31.56	days @ QR	31.56 days
	31.56		40.00

QR

1,262 ✓

HOUSE RENT ALLOWANCE

From	8-Nov-21	to	9-Apr-23
	31.56	days @ QR	-

0

AIR TICKET

Amount of air fare
Doha-Colombo-Doha
Self
Full Fare QR. 2650

Economy Class

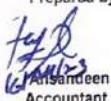
2,650 ✓

NET TOTAL

3,912

(Qrs.Three Thousand Nine Hundred Twelve Only)

Prepared by


Farhan
Accountant

Verified by


Anwar Qazi
Manager HR & Admin

Verified by


Mohamed Asthak
Chief Accountant

Verified by


29 APR 2023
Sameer Mohammed
Sr. Finance Manager

Approved by


Saleem Bhat
General Manager

I, the undersigned Thushanthan Gogaraja declare that I have received with thanks from Ummsaid Bakery all my dues relating to salary and leave salary totaling QR.3,912 (Qrs.Three Thousand Nine Hundred Twelve 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 THUSHANTHAN GOGARAJA

Signature



Date



**State Of Qatar
Residency Permit**



دولت قطر

ID.No:	29714403386	الرقم الشخصي:	
D.O.B.:	24/04/1997	تاريخ الميلاد:	
Expiry:	01/11/2022	الصلاحية:	
Nationality:	SRILANKA	الجنسية:	
Occupation:	ع ام ل	المهنة:	
الاسم: كوشانتان غو غاراجا			

Name: THUSHANTHAN GOGARAJA

Passport Number:	N7567429	رقم جواز السفر:
Passport Expiry:	29/08/2027	تاريخ انتهاء الجواز:
Serial No:	30129714403386	الرقم الممسلسل:
Residency Type:	عمل	نوع الرخصة:
Employer:	مخبر امسيد	المستقدم:
General Director of the General Directorate of Passports	توقيع حامل البطاقة Holder's signature	

مدير علم الإداره العامة للجوازات
General Director of the General Directorate of Passports

Holder's signature

S. J. Thompson.



Leave Requisition Form

Part 1 (To be filled by Employee)	Date of Initiation: 06.04.2023
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Full Name : Thushanthan Gogaraja	
Job Title : Dispatcher	Employee Code : 6550
Department : Dispatch	Business Unit : Ummsaid Bakery

Leave Type			
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Annual []	Encashment [✓]	Leave Without Pay []	Leave With Pay []
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Leave Information			
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Leave From:	Leave up to :	No of Days :	Return to duty date:
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Contact Details while on vacation			
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Telephone No. :	Mobile No. :
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Address :	Email ID :
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Backup employee during leave period based on discussion with Dept. Head:	Signature of backup employee:
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Signature of Employee

Part 2 (Department Approval – to be filled by Department Head)			
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Remarks (if any):
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Ram Hanif

08/04/2023
Date

Signature of Department Head

Part 3 (Leave Eligibility – to be filled by HR)			
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DOJ : 2/11/21	Total leave taken :
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Passport Expiry : —	QID Expiry : —
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Leave Passage & Dependent Details:			
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<p>From 2/11/21 To 9/4/23 - 31 days Doha - Colombo - Doha Economy class Air Ticket for 50%.</p>	<p>W2 11/4/23</p>
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Unit - HR & Admin

Part 4 (Final Approval – to be filled by CEO/GM/VP)			
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No of Days :	Signature	Date : 11/4/23
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