



بنك دخان
DUKHAN BANK

SECURITY PRINTING PRESS

Main Branch

شركات
Corporate

رقم الشيك
Cheque No. 00009887

25-Oct-2023

التاريخ

Date

إدفعوا لأمر
أو لحامله

Pay to the order of ** MUHAMMAD HABEEB THALANAR THODUKA **

or bearer

Amount ** TEN THOUSAND TWO HUNDRED EIGHTY SEVEN ONLY **
in words المبلغ بالحرروف

ر.ق.
Q.R.

10,287.00

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

00009887 016340200151 00000100000792506

PAYMENT ADVICE

Ummsaid Bakery Qatar

Al Meena Street

P.O. BOX: 1444 Doha Qatar

Email info@qbake.qa



MUHAMMAD HABEEB THALANAR THODUKA
106243

Doha-Doha

Paym Date: 25.10.2023

Doc.No: 2334037826

Payment Method :

Exch.rate:

Remarks: FF MUHAMMED HABEEB#6409

Inv.Ref.No	Inv.Date	DC Type	Currency	Inv Amount	Deduction	Net Amount	Sup. Doc. Ref	Sup. Doc. Date
2333002289	25.10.2023	KR	QAR	10,287.00	0	10,287.00	00009887	25.10.2023
	Total			10,287.00	0	10,287.00		

Bank's Name	A/C NO	Instr. No	Instr. Date	Currency	Amount	Remarks
DUKHAN BANK	100000792506	00009887	25.10.2023	QAR	10,287.00	

Amount in Words : Qatari Riyal Ten Thousand Two Hundred Eighty-Seven Only

Authorized Signatory	Recevier's Details

Payment Request Approvals

Pay. Req. Ref	PR Date		Creator	Level 1	Level 2	Level 3	Level 4	Level 5

Service Period From: 29-04-21 To 26-10-23				MUHAMMAD HABEEB THALANAR THODUKA 106243 - 6409																																							
FULL AND FINAL SETTLEMENT OF Mr.		USB																																									
TO BE RELEASED ON		26-Oct-23																																									
DEPARTMENT		Sales																																									
DESIGNATION		Van Salesman																																									
<table border="1"> <tr><td>Basic Salary</td><td>QR</td><td>1,500</td></tr> <tr><td>HRA</td><td>QR</td><td>-</td></tr> <tr><td>Transport Allowance</td><td>QR</td><td>-</td></tr> <tr><td>Telephone Allowance</td><td>QR</td><td>-</td></tr> <tr><td>Cost of Living Allowance</td><td>QR</td><td>-</td></tr> <tr><td>Food Allowance</td><td>QR</td><td>-</td></tr> <tr><td>Other Allowance</td><td>QR</td><td>-</td></tr> <tr><td>Total Package</td><td>QR</td><td>1,500</td></tr> <tr><td>Service Duration</td><td>2 Years 5 Months 27 Days</td><td>21</td></tr> <tr><td>Leave Category</td><td>29-Apr-21</td><td></td></tr> <tr><td>Appointment date</td><td>29-Oct-22</td><td></td></tr> <tr><td>Joining/Rejoining/Encashment date</td><td>d-Pay Card</td><td></td></tr> <tr><td>Payment Type</td><td></td><td></td></tr> </table>				Basic Salary	QR	1,500	HRA	QR	-	Transport Allowance	QR	-	Telephone Allowance	QR	-	Cost of Living Allowance	QR	-	Food Allowance	QR	-	Other Allowance	QR	-	Total Package	QR	1,500	Service Duration	2 Years 5 Months 27 Days	21	Leave Category	29-Apr-21		Appointment date	29-Oct-22		Joining/Rejoining/Encashment date	d-Pay Card		Payment Type			
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Joining/Rejoining/Encashment date	d-Pay Card																																										
Payment Type																																											
SALARY																																											
BASIC SALARY		From 1-Oct-23	To 26-Oct-23																																								
		26 days @ Qr	48.39	1,258																																							
OVERTIME & COMMISSION																																											
OVERTIME		Hours	Amount																																								
		Sep-23 Oct-23	Sep-23 0.00	Oct-23 0.00																																							
Normal		0 0																																									
Holiday		30 18	281.25	168.75																																							
COMMISSION																																											
		Sep-23 Oct-23	3,050																																								
LEAVE SALARY																																											
BASIC SALARY		From 29-Oct-22	To 22.10 days	26-Oct-23																																							
		22.10 days @ Qr	50.00	1,105																																							
AIR TICKET EXIT				1,400																																							
Amount of air fare DOHA-Mumbai SELF Full Fare QR. 1400																																											
END OF SERVICE BENEFITS																																											
		From 29-Apr-2021 to (911 Days)	26-Oct-2023	3,024																																							
		(1500 x 21 / 26 x 911/365)																																									
Less: Recovery on account of loan and advances paid for expenses as per attached working.																																											
Less: Unauthorized absenteeism 00 day in 2023.																																											
NET TOTAL 10,287																																											
(Qrs. Ten Thousand Two Hundred Eighty Seven Only)																																											
Prepared by Ansandeep Accountant		Verified by Anwar Qazi Manager HR & Admin	Verified by Muhammed Ashraf Chief Accountant	Verified by Sameer Mohammed Sr. Finance Manager																																							
				Approved by Saheem Bhat General Manager																																							
<p>I, the undersigned, Muhammad Habeeb Thalanar Thoduka declare that I have received with thanks from Ummsaid Bakery all my dues relating to salary, leave salary and end of service totaling QR. 10,287 (Qrs.Ten Thousand Two Hundred Eighty Seven Only) vide Cheque No.</p> <p>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.</p>																																											
Name	MUHAMMAD HABEEB THALANAR THODUKA																																										
Signature																																											
Date																																											

Ummsaid Bakery

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

كيبك
Qbake

مخبز مسعود

(مملوك لشركة زاد القابضة ش.م.ق.ع)

AA

Ref: CHR/F3RA/23/116

Dated: 18th October 2023

To,

Mr. Muhammad Habeeb Thalanar Thoduka
Bakery Division
Van Salesman
Emp. Code: 6409



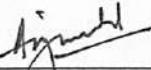
Subject : ACCEPTANCE OF YOUR RESIGNATION

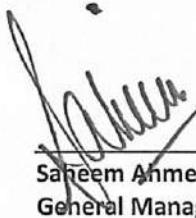
Dear Muhammad Habeeb,

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 26th October 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


Saeem Ahmed Bhat
General Manager

CC:

- Sales department
- HR & Admin
- Finance department

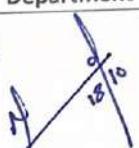
Attachments: Internal clearance form.



Internal Clearance Form

Date of Initiation: 18th October 2023

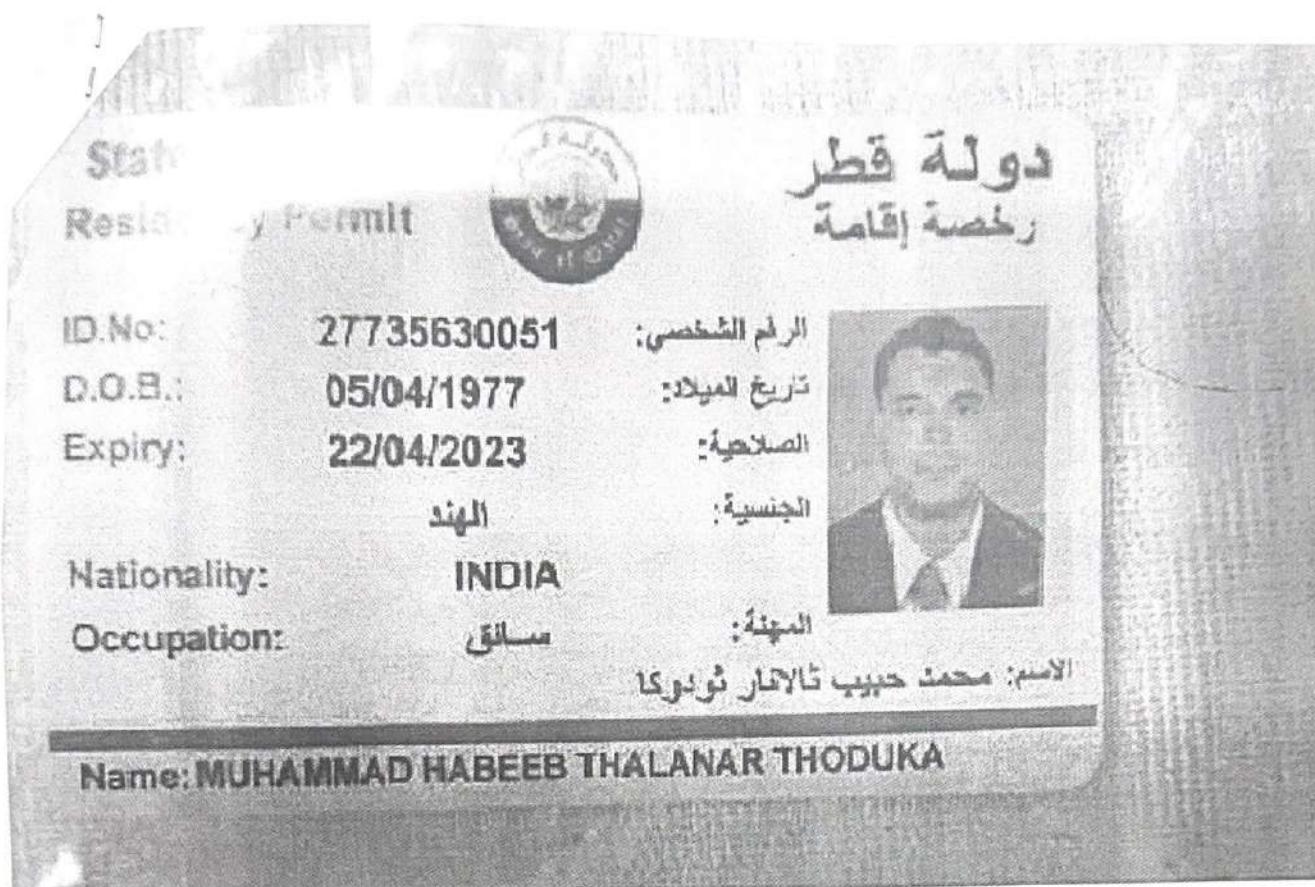
Date of Initiation: 18th October 2023

Full Name : Muhammad Habeeb Thalanar Thoduka				
Job Title : Van Salesman	Employee Code : 6409			
DOJ : 29 th April 2021	Last working day : 26 th October 2023			
Department : Sales	Business Unit : Ummsaid Bakery			
Reporting to : Nishad Aboobackar	Date of leaving :			
Particulars	Condition Of Return	Recoveries If Any	Charge Taken By	Signature Of Head Of Department
DEPARTMENT			SYED AMIR	
<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	Good	-	Syed Amir.	
PROCUREMENT <ul style="list-style-type: none"> • Fuel tag 				
STORES				
HR/ADMINISTRATION	From 29/10/22 To 26/10/23			
<ul style="list-style-type: none"> • Company Accommodation • Health Card • Insurance Card • Employee ID Card • Legal Case 	N / A Will not be renewed online N / A Will be canceled on LWD N / A			
FINANCE				
<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

Fare sheet for the Month of Oct 2023							
ISLAMABAD	PAKISTAN	1000	850	240	1980	1700	500
KARACHI	PAKISTAN	1050	900	240	1900	1680	480
KATHMANDU	NEPAL	2100	1680	380	3430	2770	620
KANNUR	INDIA	1000	1000	300	2100	2100	400
KABUL	AFGANISTAN	1550	1230	260	2980	2300	390
KHARTOUM	SUDAN	2080	1720	380	3450	2750	750
KUALALUMPUR	MALAYSIA	2950	2300	350	5050	4040	660
KOLKOTTA	INDA	1500	1250	350	2500	2050	510
LAGOS	NIGERIA	2550	2000	460	4400	3530	740
LUKNOW	INDIA	1100	900	300	2600	2100	510
LAHORE	PAKISTAN	1000	880	230	1800	1460	450
MOGADISHU	SOMALIA	2260	1820	420	3700	2900	680
MUMBAI	INDIA	1400	1150	350	2280	1900	510
MANILA	PHILIPPINES	1850	1500	450	2900	2350	650
MADURAI	INDIA	1250	1000	200	2450	2220	580
MANGALORE	INDIA	1050	850	280	2450	2220	580
MUSCAT	OMAN	1300	1100	260	2150	1740	480
NAIROBI	KENYA	1850	1480	350	3000	2460	560
NAGPUR	INDIA	1400	1160	280	2250	1800	480
PUNE	INDIA	1220	1080	200	2380	1900	450
PATNA	INDIA	1050	850	280	2450	2220	580
PESHWAR	PAKISTAN	1000	880	230	1800	1460	450
SANA'A	YEMEN						
SRINAGAR	INDIA	1550	1350	230	2550	2150	380
TRICHY	INDIA	1300	1080	200	2450	2020	340
THRIVANTHAPURAM	INDIA	1400	1150	300	2380	1980	500
TUNIS	TUNISIA	2750	2160	480	4250	3400	780
VADODARA	INDIA	1220	1080	200	2450	1940	440
VARANASI	INDIA	1220	1080	200	2450	1940	420



Passport Number: U9053235 رقم جواز السفر:

Passport Expiry: 24/01/2031 تاريخ انتهاء الجواز:

Serial No: 30127735630051 السرقة المسلسل:

Residency Type: عمل نوع الرخصة:

Employer: مختبر امسعيد المستقدم:

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

توقيع حامل البطاقة
Holder's signature

