



بنك دخان
DUKHAN BANK

Main Branch

شركات
Corporate

رقم الشيك
Cheque No. 00009531

Date 26-Mar-2023 التاريخ

Pay to the order of ** AASHIPH REJA **
or bearer

إدفعوا لأمر
أو لحامله

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

المبلغ
بالحروف

رق
Q.R

3,182.00

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

0000953101634020015100000100000792506

Ummsaid Bakery Qatar

Al Meena Street

P.O Box 1444 Doha Qatar

E-mail: info@qbake.qa

كيوبيك
Qbake

Payment Advice

Payment Date : 26.03.2023

Document Number : 2360000280

GL Account :

Payee Name :

Exchange rate :

Remarks : LS AASIPH REJA#6255

Payment Method :

Ref.Document.no	Document Date	Document Amount	Other Deduction	Net Amount	Curr
00009531	26.03.2023	3,182.00	0.00	3,182.00	QAR
		3,182.00	0.00	3,182.00	QAR

Payment Detail(s)

Bank's Name / A/c No.	Cheque Number	Instrument Date	Amount	Currency
DUKHAN BANK	00009531	26.03.2023	3,182.00	QAR
100000792506		Total :	3,182.00	QAR

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

Kindly acknowledge the receipt

Thanking You

Prepared By

Verified By

Authorized By

Receiver's Signature

Document Date/Time:26.03.2023/15:21:01

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: 26-02-20 To 03-04-23					
105998 - 6255	LEAVE SETTLEMENT OF Mr.		USB	AASHIPH REJA	
TO BE RECEIVED ON	3-Apr-23	Basic Salary QR 1,000			
DEPARTMENT	Sales	HRA QR -			
DESIGNATION	Sales Assistant	Transport Allowance QR -			
		Telephone Allowance QR -			
		Cost of Living Allowance QR -			
		Food Allowance QR 300			
		Other Allowance QR -			
		Total Package QR 1,300			
		Service Duration 2 Years 11 Months 1 Days			
		Leave Category 21			
		Appointment date 26-Feb-20			
		Joining/Rejoining/Encashment date 28-Aug-21			
		Payment Type d-Pay Card			
SALARY					
BASIC SALARY					
From	1-Apr-23	to	3-Apr-23		
	3	days @ Qr	33.33		100
FOOD ALLOWANCE					
From	1-Apr-23	to	3-Apr-23		
	3.00	days @ Qr	10.00		30
LEAVE SALARY FOR 2021-2022					
BASIC SALARY					
From	28-Aug-21	to	27-Jan-23		
	(517 x 21) / 344 =	31.56	days @ Qr	33.33	1,052
AIR TICKET					
Amount of air fare Economy Class					
Doha-Kathmandu-Doha SELF					
Full Fare QR. 2000					
NET TOTAL					3,182
(Qrs.Three Thousand One Hundred Eighty Two Only)					
Prepared by	Verified by	Verified by	Verified by	Verified by	Approved by
20/03/23	20/03/23	20/03/23	20/03/23	27 MAR 2023	28/03/23
Accountant	Sr. Executive HR	Manager HR & Admin	Chief Accountant	Sr. Finance Manager	General Manager
I, the undersigned Aashiph Reja declare that I have received with thanks from Ummsaid Bakery all my dues relating to salary and leave salary totaling Qr.3,182(Qrs.Three Thousand One Hundred Eighty Two 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	AASHIPH REJA				
Signature					
Date					

State Of Qatar
Residency Permit



دولة قطر
رخصة إقامة

ID.No: 29852415860 الرقم الشخصي:
D.O.B.: 20/09/1998 تاريخ الميلاد:
Expiry: 26/02/2023 الصلاحية:
الجنسية: نيبال

Nationality: NEPAL

Occupation: عامل المهنة:



الاسم: اشف ريجا

Name: AASHIPH REJA

Passport Number: 11604497 رقم جواز السفر:
Passport Expiry: 10/09/2029 تاريخ انتهاء الجواز:
Serial No: 30229852415860 الرقم الممثل:
Residency Type: عمل نوع الرخصة:
Employer: شركة مطاحن الدقيق القطرية المستقدم:

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

توقيع حامل البطاقة
Holder's signature



HUMAN RESOURCES

**Leave Requisition Form****Part 1 (To be filled by Employee)**

Date of Initiation: 13.03.2023

Full Name : Aashiph Reja

Job Title : Sales Asistant

Employee Code : 6255

Department : SALES

Business Unit : Q.BAKE

Leave TypeAnnual ☒Encashment ☐Leave Without Pay ☐Leave With Pay ☐**Leave Information**

Leave From: 04/04/23 Leave up to : 04/05/23 No of Days : 30 Return to duty date: 05/05/23

Contact Details while on vacation

Telephone No. :

Mobile No. +9779812157599

Address : HORIZON SARLAHI

Email ID :

Backup employee during leave period based on discussion with Dept. Head:

Signature of backup employee:

MITLESH RAY # 7039



Signature of Employee

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

Remarks (if any):

Leave can be approved for 30 days from 04.04.2023

Signature of Department Head

Date

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

DOJ : 26/02/20

Total leave taken :

Passport Expiry : 10/09/24

QID Expiry : 26/02/24

Leave Passage & Dependent Details:

From 28/08/21 TO 28/01/23 - 31.56

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 : 30

Signature:

Date :