



بنك دخان
DUKHAN BANK

Main Branch

شركات
Corporate

رقم الشيك
Cheque No. 00009650

Date 04-May-2023 التاريخ

Pay to the order of
or bearer

** SURYA BAHADUR THAPA **

إدفعوا لأمر
أو لحامله

Amount
in words

** FOUR THOUSAND FIVE HUNDRED SIXTY EIGHT ONLY **

المبلغ
بالحروف

رق
Q.R

4,568.00

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

000096500101634020015100000100000792506

Ummsaid Bakery Qatar

Al Meena Street

P.O Box 1444 Doha Qatar

E-mail: info@qbake.qa



Payment Advice

Payment Date : 04.05.2023

Document Number : 2360000429

GL Account :

Payee Name :

Exchange rate :

Remarks : LE SURYA BAHADUR#5231

Payment Method :

Ref.Document.no	Document Date	Document Amount	Other Deduction	Net Amount	Curr
00009650	04.05.2023	4,568.00	0.00	4,568.00	QAR
		4,568.00	0.00	4,568.00	QAR

Payment Detail(s)

Bank's Name / A/c No.	Cheque Number	Instrument Date	Amount	Currency
DUKHAN BANK	00009650	04.05.2023	4,568.00	QAR
100000792506		Total :	4,568.00	QAR

Amount in words : Qatari Riyal Four Thousand Five Hundred Sixty-Eight Only

Kindly acknowledge the receipt

Thanking You

Prepared By

Verified By

Authorized By

Receiver's Signature

Document Date/Time:04.05.2023/16:18:27

Ummsaid Bakery

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

كيوبيك
Qbake

مخبز مسعيد

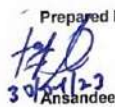
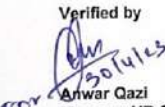
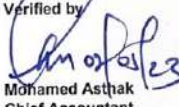


(مملوك لشركة زاد القابضة ش.م.ق.ع.)

Service Period From: 06-03-21 To 25-02-23			
LEAVE ENCASHMENT	USB	OF Mr.SURYA BAHADUR THAPA	
UPTO		25-Feb-23	104536 - 5231
DEPARTMENT		Sales	
DESIGNATION		Van Salesman	

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	4 Years 11 Months 18 Days	
Leave Category	21	
Appointment date	7-Mar-18	
Joining/Rejoining/Encashment date	6-Mar-21	
Payment Type	d-Pay Card	

LEAVE ALLOWANCE			
From	6-Mar-21	to	5-Aug-22
(517 x 21) / 344 =	31.56	days @ Qr	50.00
			1,578
From	6-Sep-22	to	25-Feb-23
	10.50	days @ Qr	50.00
			525
AIR TICKET			
Amount of air fare			2,465
Doha-Kathmandu-Doha			
Self +Self pro			
Full Fare QR. 1800+2000			
NET TOTAL			4,568

(Qrs.Four Thousand Five Hundred Sixty Eight Only)

Prepared by  30/5/23 Ansaadeen Accountant	Verified by  for Anwar Qazi Manager HR & Admin	Verified by  Mohamed Asthak Chief Accountant	Verified by  07 MAY 2023 Sameer Mohammed Sr. Finance Manager	Approved by  Saheem Bhat General Manager
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I, the undersigned Surya Bahadur Thapa declare that I have received with thanks from Ummsaid Bakery all my dues relating to salary and leave salary totaling Qr.4,568(Qrs.Four Thousand Five Hundred Sixty Eight 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	SURYA BAHADUR THAPA
Signature	_____
Date	_____

State Of Qatar
Residency Permit



دولة قطر
رخصة إقامة

ID.No: 28752429695

الرقم الشخصي:

D.O.B.: 14/07/1987

تاريخ الميلاد:

Expiry: 04/03/2023

الصلاحية:

نيپال

الجنسية:

Nationality: NEPAL

Occupation: مسائق

المهنة:

الاسم: سوريا باهادور ثاپا



Name: SURYA BAHADUR THAPA

Passport Number:

07960101

رقم جواز السفر:

Passport Expiry:

15/10/2024

تاريخ انتهاء الجواز:

Serial No:

30828752429695

الرقم الممثل:

Residency Type:

عمل

نوع الرخصة:

Employer:

مخبز امسيد

المستقدم:

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: 15.04.2023

Full Name : SURYA BHADUR THAPA

Job Title : SALESMAN

Employee Code : 5231

Department : SALES

Business Unit : 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:



Signature of Employee

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

Remarks (if any): Kindly approve, if due.

Signature of Department Head

Date

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

DOJ: 7/3/18

Total leave taken :

Passport Expiry : -

QID Expiry : -

Leave Passage & Dependent Details:

From 6/3/21 To 5/9/22 - 31.56

From 6/9/22 To 25/2/23 - 10.50

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 :