



بنك دخان  
DUKHAN BANK

Main Branch

شركات  
Corporate

رقم الشيك  
Cheque No. 00009636

Date 04-May-2023 التاريخ

Pay to the order of **\*\* RAM BAHADUR SURTUNGE \*\***  
or bearer

إدفعوا لأمر  
أو لحامله

Amount **\*\* EIGHT THOUSAND EIGHT HUNDRED SEVENTY THREE**  
in words

المبلغ  
بالحروف

رق  
Q.R

8,873.00

ONLY \*\*

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

0000963601063402001500000100000792506

Ummsaid Bakery Qatar

Al Meena Street

P.O Box 1444 Doha Qatar

E-mail: info@qbake.qa

كيوبيك  
Qbake

**Payment Advice**

**Payment Date : 04.05.2023**

**Document Number : 2360000415**

**GL Account :**

**Payee Name :**

**Exchange rate :**

**Remarks : FF RAM BAHADUR#4493**

**Payment Method :**

Ref.Document.no	Document Date	Document Amount	Other Deduction	Net Amount	Curr
00009636	04.05.2023	8,873.00	0.00	8,873.00	QAR
		8,873.00	0.00	8,873.00	QAR

**Payment Detail(s)**

Bank's Name / A/c No.	Cheque Number	Instrument Date	Amount	Currency
DUKHAN BANK	00009636	04.05.2023	8,873.00	QAR
100000792506		<b>Total :</b>	8,873.00	QAR

**Amount in words : Qatari Riyal Eight Thousand Eight Hundred Seventy-Three Only**

Kindly acknowledge the receipt

Thanking You

Prepared By



Verified By



Authorized By

Receiver's Signature

Document Date/Time:04.05.2023/10:03:54

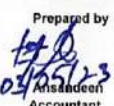

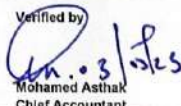
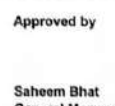
# Ummsaid Bakery

(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: 18-04-16 To 30-04-23			
<b>FULL AND FINAL SETTLEMENT OF Mr.</b>		<b>USB</b>	
<b>TO BE RECEIVED ON</b>		<b>RAM BAHADUR SURTUNGE</b>	
<b>DEPARTMENT</b>		<b>Production</b>	
<b>DESIGNATION</b>		<b>Labour</b>	
		<b>103469 - 4493</b>	
Basic Salary		QR	1,000
HRA		QR	-
Transport Allowance		QR	-
Telephone Allowance		QR	-
Cost of Living Allowance		QR	-
Food Allowance		QR	300
Other Allowance		QR	-
<b>Total Package</b>		<b>QR</b>	<b>1,300</b>
Service Duration		7 Years 0 Months 12 Days	
Leave Category		30	
Appointment date		18-Apr-16	
Joining/Rejoining/Encashment date		18-Apr-22	
Payment Type		d-Pay Card	
<b>SALARY</b>			
<b>BASIC SALARY</b>	From 1-Apr-23	to 30-Apr-23	
	0	days @ Qr	33.33
<b>FOOD ALLOWANCE</b>	From 1-Apr-23	to 30-Apr-23	
	0.00	days @ Qr	10.00
<b>OVERTIME &amp; COMMISSION</b>			
<b>OVERTIME</b>	Mar-23	Apr-23	Mar-23
Normal	0	129	0.00
Holiday	0	32	0.00
			671.88
			200.00
			872
<b>LEAVE SALARY FOR 2021-2022</b>			
<b>BASIC SALARY</b>	From 18-Apr-22	to 19-Mar-23	
( 335 x 30 ) / 335 =	30.00	days @ Qr	33.33
		30.00 days	1,000
<b>BASIC SALARY</b>	From 18-Apr-23	to 30-Apr-23	
( 12 x 30 ) / 335 =	1.07	days @ Qr	33.33
		1.07 days	36
<b>AIR TICKET EXIT</b>			1,280
Amount of air fare			
DOHA-Kathmandu			
SELF			
Full Fare QR. 1280			
<b>END OF SERVICE BENEFITS</b>			
From 18-Apr-2016 to 30-Apr-2023			5,685
( 2569 Days )			
( 1000 x 21 / 28 x 2569 / 365 )			
Less: Recovery on account of loan and advances paid for expenses as per attached working.			
Less: Unauthorized absenteeism 00 day in 2023.			
<b>NET TOTAL</b>			
<b>8,873</b>			
( Qrs.Eight Thousand Eight Hundred Seventy Three Only )			
Prepared by	Verified by	Verified by	Approved by
 Anwar Qazi Accountant	 Mohamed Asthak Manager HR & Admin	 Sameer Mohammed Sr. Finance Manager	 Saheem Bhat General Manager
I, the undersigned Ram Bahadur Surtunge declare that I have received with thanks from Ummsaid Bakery all my dues relating to salary, leave salary and end of service totaling Qr.8,873( Qrs.Eight Thousand Eight Hundred Seventy Three Only ) vide Cheque No. 9636.			
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	RAM BAHADUR SURTUNGE		
Signature			
Date			

State Of Qatar  
Residency Permit



دولة قطر  
رخصة إقامة

ID.No: 29652415622 الرقم الشخصي:  
D.O.B.: 19/10/1996 تاريخ الميلاد:  
Expiry: 15/04/2023 الصلاحية:



Nationality: NEPAL الجنسية:  
Occupation: عامل المهنة:

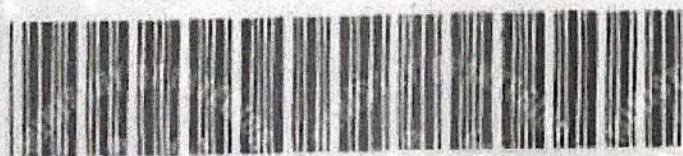
الاسم: رام باهادور سورتونجي

Name: RAM BAHADUR SURTUNGE

Passport Number: 09520051 رقم جواز السفر:  
Passport Expiry: 24/01/2026 تاريخ انتهاء الجواز:  
Serial No: 30629652415622 الرقم المسلسل:  
Residency Type: عمل نوع الرخصة:  
Employer: شركة مطاحن الدقيق القطرية المتقدم:

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

توقيع حامل البطاقة  
Holder's signature



**Ummsaid Bakery**

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

**كيوبيك  
Qbake**

**مخبز مسعيد**

(مملوك لشركة زاد القابضة ش.م.ق.ع.)

Ref: CHR/F3RA/23/56

Dated: 30<sup>th</sup> April 2023

To,

Mr. Ram Bahadur Surtunge  
Bakery Division  
Labour-Production  
Emp. Code:4493

Subject : **ACCEPTANCE OF YOUR RESIGNATION**

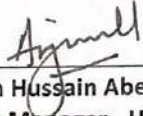


Dear Ram Bahadur,

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 30<sup>th</sup> April 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

  
Saheem Ahmed Bhat  
General Manager

CC:

- Production Department
- HR & Admin
- Finance department

Attachments: Internal clearance form.

**Internal Clearance Form**Date of Initiation: 1<sup>st</sup> May 2023

Full Name : Ram Bahadur Surtunge

Job Title : Production : Labour

Employee Code : 4493





DOJ : 18<sup>th</sup> Apr 2016Last working day : 30<sup>th</sup> April 2023

Department : Production

Business Unit : Ummsaid Bakery

Reporting to : Paul Varkey

Date of leaving :

Particulars	Condition Of Return	Recoveries If Any	Charge Taken By	Signature Of Head Of Department
<b>DEPARTMENT</b> • Files/Register/Documents • Manuals • Tools • Safety Equipment				 01/05/23
<b>IT</b> • Computer / Laptop • Flash Drive • Email ID Deactivation • Mobile Handset • Sim Card • Telephone • ERP login	-	-	-	-
<b>WORKSHOP</b> • Vehicle • Traffic Violation				
<b>PROCUREMENT</b> • Fuel tag				
<b>STORES</b>				
<b>HR/ADMINISTRATION</b> • Company Accommodation • Health Card • Insurance Card • Employee ID Card • Legal Case	From 18/4/22 To 30/4/23 NA Will not be renewed online NA Will be canceled online on LWD NA			
<b>FINANCE</b> • Advance • Company Loan • Company Credit Card • Any Other • Bank Related ○ Personal Loan ○ Credit Card	 03/05/23			 05/05/23

Signature (Employee): -

Unit - HR: - Anwar Qazi