



بنك دخان  
DUKHAN BANK

SECURITY PRINTING PRESS

Main Branch

شركات  
Corporate

رقم الشيك  
Cheque No.

00001133

Date

30-Jan-2023

التاريخ

Pay to the order of  
or bearer

\*\* POSHRAJ SHRESHTHA \*\*

إدفعوا لأمر  
أو لحامله

Amount  
in words

\*\* THIRTEEN THOUSAND ONE HUNDRED SEVENTY ONLY

الربيع  
بالحرروف

ر.ق  
Q.R

13,170.00

UNITED BAKERIES

A/C No. 1000-01798-347

Signature التوقيع

Please do not write or stamp in the space below this line

الرجاء عدم الكتابة أو وضع ختم أسفل الخط

0000113301634020015100000100001798347

P.O Box  
E-mail:



### Payment Advice

Payment Date : 30.01.2023

Document Number : 2360000010

Poshraj Shrestha

Supplier code :101354

Exchange rate :

Doha

Remarks : FF POSHRAJ SHRESHTHA#3158

QA -

Payment Method :

Dear Sir / Madam,

Invoice Ref.	Invoice Date	Invoice Amount	Withhold Tax	Other Deduction	Net Amount	Curr
00001133	30.01.2023	13,170.00	0.00	0.00	13,170.00	QAR
		13,170.00	0.00	0.00	13,170.00	QAR

### Payment Detail(s)

Bank's Name / A/c No.	Cheque Number	Instrument Date	Amount	Currency
	00001133	30.01.2023	13,170.00	QAR
		Total :	13,170.00	QAR

Amount in words : THIRTEEN THOUSAND ONE HUNDRED SEVENTY ONLY

Kindly acknowledge the receipt Thanking You

Authorized Signatory

Receiver's Signature

*J. S*

*Re. Sh.*



FULL AND FINAL SETTLEMENT OF Mr.				Service Period From: 28-08-11 To 25-01-23																																																	
TO BE RECEIVED ON	UNB	POSHRAJ SHRESTHA																																																			
DEPARTMENT		25-Jan-23			101354 - 3158																																																
DESIGNATION		Production																																																			
		Operator																																																			
<table border="1"> <tr><td>Basic Salary</td><td>QR</td><td>1,000</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><b>Total Package</b></td><td>QR</td><td>300</td></tr> <tr><td>Service Duration</td><td>QR</td><td>1,300</td></tr> <tr><td>Leave Category</td><td colspan="3">11 Years 4 Months 28 Days</td></tr> <tr><td>Appointment date</td><td colspan="3">30</td></tr> <tr><td>Joining/Rejoining/Encashment date</td><td colspan="3">28-Aug-11</td></tr> <tr><td>Payment Type</td><td colspan="3">28-Aug-22</td></tr> <tr><td></td><td colspan="3">d-Pay Card</td></tr> </table>							Basic Salary	QR	1,000	HRA	QR	-	Transport Allowance	QR	-	Telephone Allowance	QR	-	Cost of Living Allowance	QR	-	Food Allowance	QR	-	Other Allowance	QR	-	<b>Total Package</b>	QR	300	Service Duration	QR	1,300	Leave Category	11 Years 4 Months 28 Days			Appointment date	30			Joining/Rejoining/Encashment date	28-Aug-11			Payment Type	28-Aug-22				d-Pay Card		
Basic Salary	QR	1,000																																																			
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Joining/Rejoining/Encashment date	28-Aug-11																																																				
Payment Type	28-Aug-22																																																				
	d-Pay Card																																																				
<u>SALARY</u>																																																					
BASIC SALARY	From	1-Jan-23	to	25-Jan-23																																																	
		25	days @ Qr	32.26	806																																																
OTHER ALLOWANCE	From	1-Jan-23	to	25-Jan-23																																																	
		25	days @ Qr	9.68	242																																																
<u>OVERTIME &amp; COMMISSION</u>																																																					
OVERTIME	Dec-22	Jan-23	Dec-22	Jan-23																																																	
Normal	80	79	416.67	411.46																																																	
Holiday	58	32	362.50	200.00	1,391																																																
<u>LEAVE SALARY FOR 2021-2022</u>																																																					
BASIC SALARY	From	28-Aug-22	to	25-Jan-23																																																	
( 150 x 30 ) / 335 =		13.43	days @ Qr	33.33	448																																																
AIR TICKET EXIT	Amount of air fare	1,100																																																			
DOHA-Kathmandu																																																					
SELF																																																					
Full Fare QR. 1100																																																					
<u>END OF SERVICE BENEFITS</u>																																																					
From	28-Aug-2011 to		25-Jan-2023	9,225																																																	
( 4169 Days)																																																					
( 1000 x 21 / 26 x 4169 / 365 )																																																					
Less: Recovery on account of loan and advances paid for expenses as per attached working.																																																					
Less: Unauthorized absence in 2022.				(42)																																																	
NET TOTAL						13,170																																															
(Qrs.Thirteen Thousand One Hundred Seventy Only)																																																					
Prepared by <i>[Signature]</i> Anasudeen Accountant	Verified by <i>[Signature]</i> Wasim Sr. Executive HR	Verified by <i>[Signature]</i> Anwar Qazi Asst. Manager HR & Admin	Verified by <i>[Signature]</i> Mohamed Aslak Chief Accountant	Verified by <i>[Signature]</i> Sameer Mohammed Sr. Finance Manager	Approved by <i>[Signature]</i> Sabeen Ehtat General Manager																																																
I, the undersigned Poshraj Shrestha declare that I have received with thanks from Umm Said Bakery all my dues relating to salary, leave salary and end of service totaling Qr.13,170 (Qrs.Thirteen Thousand One Hundred Seventy 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 Umm Said 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	POSHRAJ SHRESTHA																																																				
Signature	<i>[Signature]</i>																																																				
Date	<i>[Signature]</i>																																																				

**State Of Qatar  
Residency Permit**



دُوَلَةُ قَطْرٍ  
رِخْصَةُ إِقَامَةٍ

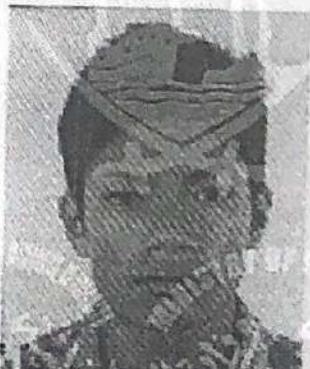
ID.No:	29152409749	الرقم الشخصي:
D.O.B.:	21/09/1991	تاريخ الميلاد:
Expiry:	23/08/2023	الصلاحية:
	نيبال	الجنسية:
Nationality:	NEPAL	
Occupation:	سائق	المهنة:
		الاسم: بشراج سريستا

Name: POSHRAJ SHRESTHA

Passport Number:	12204438	رقم جواز السفر:
Passport Expiry:	05/04/2031	تاريخ انتهاء الجواز:
Serial No:	31229152409749	الرقم الممالي:
Residency Type:	عمل	نوع الرخصة:
Employer:	شركة زاد القابضة (ش. م. ق)	المستقدم:

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

توقيع حامل البطاقة  
Holder's signature



Ummaid Bakery

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

كوبك  
Qbake

مخبر مسعود

(مملوك لشركة زاد القابضة ش.م.ق.ع.)

Ref: CHR/F3RA/23/19

Dated: 16<sup>th</sup> January 2023

To,

Mr. Poshraj Shrestha  
Bakery Division  
Operator  
Emp. Code: 3158

U/NB

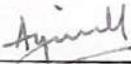
Subject : ACCEPTANCE OF YOUR RESIGNATION

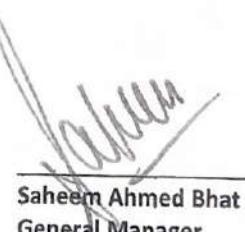
Dear Poshraj,

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 25<sup>th</sup> January 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.

