



بنك دخان
DUKHAN BANK

SECURITY PRINTING PRESS

Main Branch

شركات
Corporate

رقم الشيك
Cheque No.

00009650

04-May-2023

التاريخ

** SURYA BAHADUR THAPA **

Pay to the order of _____
or bearer _____

إدفعوا لأمر
أو لحامله

Amount ** FOUR THOUSAND FIVE HUNDRED SIXTY EIGHT ONLY **
in words _____

رقم
QR

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

00009650 016340200150 00000100000792506

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

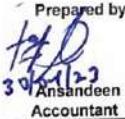
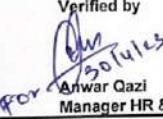
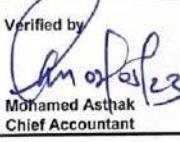
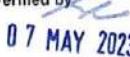
Document Date/Time: 04.05.2023/16:18:27

Service Period From: 06-03-21 To 25-02-23

LEAVE ENCAHMENT	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					Qr
From	6-Mar-21	to	5-Aug-22		
(517 x 21) / 344 =	31.56	days @ Qr	31.56 days	50.00	1,578
LEAVE ALLOWANCE					
From	6-Sep-22	to	25-Feb-23		
	10.50	days @ Qr	10.50	50.00	525
AIR TICKET					2,465
Amount of air fare					
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	Verified by	Verified by	Approved by	
 Ansandeen Accountant	 Anwar Qazi Manager HR & Admin	 Mohamed Asthak Chief Accountant	 07 MAY 2023 Sameer Mohammed Sr. Finance Manager	Saheem Bhat General Manager

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

دُوَلَةُ قَطَرِ رِخْصَةُ إِقَامَةٍ

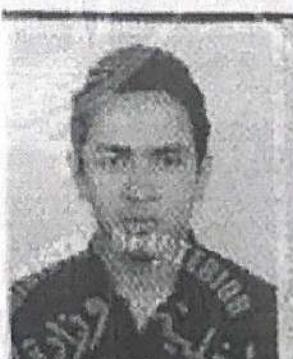
ID.No:	28752429695	الرقم الشخصي:	
D.O.B.:	14/07/1987	تاريخ الميلاد:	
Expiry:	04/03/2023	الصلاحية:	
	نيبال	الجنسية:	
Nationality:	NEPAL		
Occupation:	سائق	المهنة:	
		الاسم:	سوريا باهادور تهابا

Name: SURYA BAHADUR THAPA

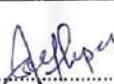
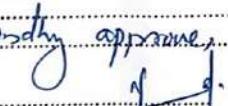
Passport Number:	07960101	رقم جواز السفر:
Passport Expiry:	15/10/2024	تاريخ انتهاء الجواز:
Serial No:	30828752429695	الرقم المسلسل:
Residency Type:	عمل	نوع الرخصة:
Employer:	مخفر امساعد	المستلم:
General Director of the General Directorate of Passports	توقيع حامل البطاقة Holder's signature	

2

Dr. Raffaele



Leave Requisition Form

Part 1 (To be filled by Employee)		Date of Initiation: 15.04.2023	
Full Name : SURYA BAHADUR THAPA		Employee Code : 5231	
Job Title : SALESMAN		Business Unit : BAKERY	
Department : SALES		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): <i>Kindly approve, if due.</i>			
		17-04-2023 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: <i>From 6/3/21 To 5/8/22 - 31:56 From 6/9/22 To 25/2/23 - 10:50 Doha - Kathmandu - Doha Economy Class Air Ticket for self.</i>			
Part 4 (Final Approval – to be filled by CEO/GM/VP)			
No of Days :		 <i>27423</i>	
Signature :		Date : 27-4-23	