



بنك دخان  
DUKHAN BANK

Main Branch

شركات  
Corporate

رقم الشيك  
Cheque No. 00009763

21-Jun-2023

التاريخ

Date \_\_\_\_\_

Pay to the order of \*\* DEVENDRA CENCHURI \*\*  
or bearer

أدفعوا لأمر  
أو لحامله

Amount \*\* SIX THOUSAND SEVEN HUNDRED SIXTY SIX ONLY \*\*  
in words \_\_\_\_\_

المبلغ  
بالدرر

ر.ق  
Q.R

6,766.00

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

0000976301634020015100000100000792506

Ummsaid Bakery Qatar  
Al Meena Street  
P.O Box 1444 Doha Qatar  
E-mail: info@qbake.qa



### Payment Advice

Payment Date : 21.06.2023

Document Number : 2334022100

Supplier code :105563

DEVENDRA CENCHURI

Doha

QA -

Dear Sir / Madam,

Exchange rate :

Remarks : FF DEVENDRA  
CENCHURI#5906

Payment Method :

Ref.Document.no	Document Date	Document Amount	Other Deduction	Net Amount	Curr
00009763	21.06.2023	6,766.00	0.00	6,766.00	QAR
		6,766.00	0.00	6,766.00	QAR

### Payment Detail(s)

Bank's Name / A/c No.	Cheque Number	Instrument Date	Amount	Currency
DUKHAN BANK	00009763	21.06.2023	6,766.00	QAR
100000792506		Total :	6,766.00	QAR

Amount in words : Qatari Riyal Six Thousand Seven Hundred Sixty-Six Only

Kindly acknowledge the receipt

Thanking You

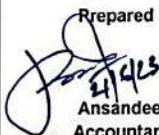
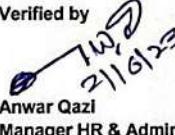
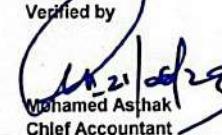
Prepared By

Verified By

Authorized By

Receiver's Signature

Document Date/Time:21.06.2023/17:00:01

Service Period From: 19-06-19 To 27-06-23																																																							
FULL AND FINAL SETTLEMENT OF Mr.		USB	DEVENDRA CENCHURI																																																				
TO BE RECEIVED ON		27-Jun-23	105563 - 5906																																																				
DEPARTMENT		Sales																																																					
DESIGNATION		Van Salesman																																																					
<table> <tr><td>Basic Salary</td><td>QR</td><td>1,500</td><td></td></tr> <tr><td>HRA</td><td>QR</td><td>-</td><td></td></tr> <tr><td>Transport Allowance</td><td>QR</td><td>-</td><td></td></tr> <tr><td>Telephone Allowance</td><td>QR</td><td>-</td><td></td></tr> <tr><td>Cost of Living Allowance</td><td>QR</td><td>-</td><td></td></tr> <tr><td>Food Allowance</td><td>QR</td><td>-</td><td></td></tr> <tr><td>Other Allowance</td><td>QR</td><td>-</td><td></td></tr> <tr><td><b>Total Package</b></td><td><b>QR</b></td><td><b>1,500</b></td><td></td></tr> <tr><td>Service Duration</td><td colspan="3">4 Years 0 Months 8 Days</td></tr> <tr><td>Leave Category</td><td colspan="3">21</td></tr> <tr><td>Appointment date</td><td colspan="3">19-Jun-19</td></tr> <tr><td>Joining/Rejoining/Encashment date</td><td colspan="3">19-Jun-22</td></tr> <tr><td>Payment Type</td><td colspan="3" rowspan="2">d-Pay Card</td></tr> </table>				Basic Salary	QR	1,500		HRA	QR	-		Transport Allowance	QR	-		Telephone Allowance	QR	-		Cost of Living Allowance	QR	-		Food Allowance	QR	-		Other Allowance	QR	-		<b>Total Package</b>	<b>QR</b>	<b>1,500</b>		Service Duration	4 Years 0 Months 8 Days			Leave Category	21			Appointment date	19-Jun-19			Joining/Rejoining/Encashment date	19-Jun-22			Payment Type	d-Pay Card		
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Payment Type	d-Pay Card																																																						
<u>SALARY</u>																																																							
<u>BASIC SALARY</u>																																																							
From	1-Jun-23	to	27-Jun-23																																																				
	27	days @ QR	50.00																																																				
<u>FOOD ALLOWANCE</u>																																																							
From	1-Jun-23	to	27-Jun-23																																																				
	27.00	days @ QR	-																																																				
<u>LEAVE SALARY</u>																																																							
<u>BASIC SALARY</u>																																																							
From	19-Jun-22	to	27-Jun-23																																																				
( 373 x 21 ) / 344 =	22.77	days @ QR	50.00																																																				
<u>AIR TICKET EXIT</u>																																																							
Amount of air fare			1,139 ✓																																																				
DOHA-Kathmandu																																																							
SELF																																																							
Full Fare QR. 1280																																																							
<u>END OF SERVICE BENEFITS</u>																																																							
From	19-Jun-2019 to		27-Jun-2023																																																				
( 1470 Days)			4,879 ✓																																																				
( 1500 x 21 / 26 x 1470 / 365 )																																																							
Less: Recovery on account of loan and advances paid for expenses as per attached working.																																																							
Less: Unauthorized absenteeism 11 days in 2023.			(532) ✓																																																				
		<u>NET TOTAL</u>	<u>6,766</u>																																																				
( Qrs.Six Thousand Seven Hundred Sixty Six Only )																																																							
Prepared by  Ansandeen Accountant	Verified by  Anwar Qazi Manager HR & Admin	Verified by  Mohamed Aslak Chief Accountant	Verified by Sameer Mohammed Sr. Finance Manager	Approved by Saheem Bhat General Manager																																																			
<p>I, the undersigned Devendra Cenchuri declare that I have received with thanks from Ummsaid Bakery all my dues relating to salary, leave salary and end of service totaling QR.6,766( Qrs.Six Thousand Seven Hundred Sixty Six Only ) vide Cheque No. ....</p> <p>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.</p>																																																							
Name	DEVENDRA CENCHURI																																																						
Signature																																																							
Date																																																							

Ref: CHR/F3RA/23/76

Dated: 19<sup>th</sup> June 2023

To,

Mr. Devendra Cenchuri,  
Bakery Division  
Van Salesman - Sales  
Emp. Code: 5906

**Subject : ACCEPTANCE OF YOUR RESIGNATION**



Dear Devendra,

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 27<sup>th</sup> June 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**

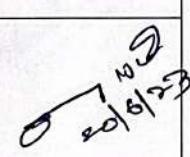
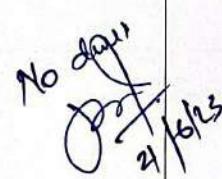
CC:

- Sales Department
  - HR & Admin
  - Finance department

**Attachments: Internal clearance form.**

## Internal Clearance Form

Date of Initiation: 19<sup>th</sup> June 2023

Full Name : Devendra Cenchuri Job Title : Van Salesman Employee Code : 5906 DOJ : 19 <sup>th</sup> Jun 19 Last working day : 27 <sup>th</sup> June 23 Department : Sales Business Unit : Ummisaid Bakery Reporting to : Nishad Aboobackar 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			MANOJ K.	 20/06/23
<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 19/06/22 To 27/06/23 NA Will not be renewed online NA Will be canceled online on LWD NA			 20/06/23
<b>FINANCE</b> • Advance • Company Loan • Company Credit Card • Any Other • Bank Related o Personal Loan o Credit Card	No  21/06/23			

Signature (Employee): -

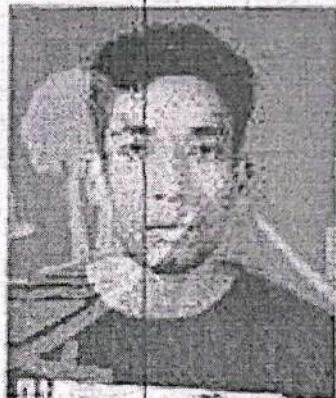
Unit - HR: - Anwar Qazi

State Of Qatar  
Residency Permit



دولة قطر  
رخصة إقامة

ID.No: 29152402835 : الرقم الشخصي:  
D.O.B.: 06/02/1991 : تاريخ الميلاد:  
Expiry: 08/04/2023 : الصلاحية:  
Nationality: NEPAL : الجنسية:  
Occupation: سائق : المهنة:  
Name: DEVENDRA CENCHURI :  
الاسم: ديفنдра سينچور



Name: DEVENDRA CENCHURI

Passport Number: 08821204 : رقم جواز السفر:  
Passport Expiry: 23/05/2025 : تاريخ انتهاء الجواز:  
Serial No: 31229152402835 : الرقم المسلط:  
Residency Type: عمل : نوع الرخصة:  
Employer: شركة مطاحن الدقيق القطري : المستقدم:  
منير علم الإدارة العامة للجوازات  
General Director of the General  
Directorate of Passports

توقيع حامل البطاقة  
Holder's signature

Devendra

