



بنك دخان  
DUKHAN BANK

Main Branch

شركات  
Corporate

رقم الشيك  
Cheque No.

00009892

13-Nov-2023

Date التاريخ

\*\* TAHIR ALI ANSARI \*\*

Pay to the order of  
or bearer

إدفعوا لأمر  
أو لحامله

Amount \*\* FIVE THOUSAND TWO HUNDRED TWENTY FOUR ONLY \*\*  
in words المبلغ  
بالحروف

رقم  
Q.R

5,224.00

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

0000989201634020015100000100000792506

# PAYMENT ADVICE

Ummsaid Bakery Qatar

Al Mecna Street

P.O. BOX: 1444 Doha Qatar

Email info@qbake.qa



Payee TAHIR ALI ANSARI

102448

TAHIR ALI ANSARI

Doha-Doha

Paym Date: 13.11.2023

Doc.No: 2334040165

Payment Method :

Exch.rate:

Remarks: LS TAHIR ALI ANSARI#3998

Ref. Doc. No	Posting Date	DC Type	Sup. Doc. No	Sup. Doc. Date	Currency	Doc Amount	Adjustment	Pay. Amount
2333002408	13.11.2023	KR	00009892	13.11.2023	QAR	5,224.00		5,224.00
Total						5,224.00		5,224.00

Bank Name	AC No.	Cheque No	Cheque Date	Currency	Amount	Remarks
DUKHAN BANK	100000792506	00009892	Nov 13, 2023	QAR	5,224.00	

Amount in Words : Qatari Riyal Five Thousand Two Hundred Twenty-Four Only

*hsp*  
13.11.23  
Created

Verified

Authorised

## Receiver's Details

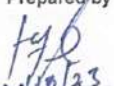
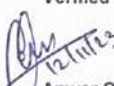
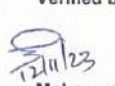
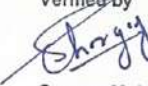

Kindly Acknowledge the receipts

Name :

Signature :

## Payment Request Approvals

Pay. Req. Ref	PR Date	Creator	Level 1	Level 2	Level 3	Level 4	Level 5
			<i>hsp</i>	<i>hsp</i>	<i>hsp</i>		

Service Period From: 10-11-14 To 17-11-23				
102448 - 3998	LEAVE SETTLEMENT OF Mr.		USB	TAHIR ALI ANSARI
TO BE RECEIVED ON	17-Nov-23	Basic Salary	QR	1,000
DEPARTMENT	Production	HRA	QR	-
DESIGNATION	Operator	Transport Allowance	QR	-
		Telephone Allowance	QR	-
		Cost of Living Allowance	QR	-
		Food Allowance	QR	300
		Other Allowance	QR	100
		Total Package	QR	1,400
		Service Duration	8 Years 11 Months 1 Days	
		Leave Category	30	
		Appointment date	10-Nov-14	
		Joining/Rejoining/Encashment date	10-Nov-22	
		Payment Type	d-Pay Card	
<b>SALARY</b>				
<b>BASIC SALARY</b>				
From	1-Nov-23	to	17-Nov-23	
	17	days @ Qr	33.33	✓ 567
<b>OTHER ALLOWANCE</b>				
From	1-Nov-23	to	17-Nov-23	
	17	days @ Qr	3.33	✓ 57
<b>FOOD ALLOWANCE</b>				
From	1-Nov-23	to	17-Nov-23	
	17.00	days @ Qr	10.00	✓ 170
<b>LEAVE SALARY</b>				
<b>BASIC SALARY</b>				
From	10-Nov-22	to	11-Oct-23	
( 335 x 30 ) / 335 =	30.00	days @ Qr	33.33	✓ 1,000
<b>AIR TICKET</b>				
Amount of air fare				
Doha-Kathmandu-Doha Economy Class				
SELF				
Full Fare QR. 3430				
<b>NET TOTAL</b>				
<b>5,224</b>				
( Qrs.Five Thousand Two Hundred Twenty Four Only )				
Prepared by	Verified by	Verified by	Verified by	Approved by
 Anwar Qazi Accountant	 Anwar Qazi Manager HR & Admin	 Mohamed Asthak Chief Accountant	 Sameer Mohammed Sr. Finance Manager	 Sameer Chat General Manager
14 NOV 2023				
I, the undersigned Tahir Ali Ansari declare that I have received with thanks from Ummsaid Bakery all my dues relating to salary and leave salary totaling Qr.5,224( Qrs.Five Thousand Two Hundred Twenty Four 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	TAHIR ALI ANSARI			
Signature	_____			
Date	_____			



### Leave Requisition Form

#### Part 1 (To be filled by Employee)

Date of Initiation: 18/10/2023

Full Name : Tahir Ali Ansari

Job Title : Labour

Employee Code : 3998

Department : Production

Business Unit : UNB

#### Leave Type

Annual [ ☒ ]Encashment [ ☐ ]Leave Without Pay [ ☐ ]Leave With Pay [ ☐ ]

#### Leave Information

Leave From: 18.11.2023

Leave up to : 02.01.2024

No of Days: 45

Return to duty date: 03.01.24

#### Contact Details while on vacation

Telephone No. :

Mobile No. : +917307441990

Address: Rampurwa, Nawalparasi, Nepal

Email ID :

Backup employee during leave period based on discussion with Dept. Head:

Signature of backup employee:

Nawalparasi (4884)



Signature  
18/10/2023

Signature of Employee

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

Remarks (if any):

Signature of Department Head

Date

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

DOJ : 10/11/14

Total leave taken : 52 Days In 22

Passport Expiry : 12/2/24

QID Expiry : 9/11/23

#### Leave Passage & Dependent Details:

From 10/11/22 To 11/10/23 - 30 Days

Doha - Kathmandu - Doha

Economy Class Air Ticket for self.

Unit – HR &amp; Admin

#### Part 4 (Final Approval – to be filled by CEO/GM/VP)

No of Days : 45

Signature

Date : 27/11/23

State Of Qatar  
Residency Permit



دولة قطر  
رخصة إقامة

ID.No: 27852428861

الرقم الشخصي:

D.O.B.: 16/10/1978

تاريخ الميلاد:

Expiry: 09/11/2023

الصلاحية:

نيپال

الجنسية:

Nationality: NEPAL

Occupation: عامل

المهنة:

الاسم: طاهر علي انصاري



Name: TAHIR ALI ANSARI

Passport Number:

07618850

رقم جواز السفر:

Passport Expiry:

12/07/2024

تاريخ انتهاء الجواز:

Serial No:

30827852428861

الرقم الممسلسل:

Residency Type:

عمل

نوع الرخصة:

Employer:

شركة مطاحن الدقيق القطريه

المستقدم:

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

توقيع حامل البطاقة

Holder's signature

