



بنك دخان
DUKHAN BANK

Main Branch

شركات
Corporate

رقم الشيك
Cheque No.
00009645

04-May-2023

التاريخ

Pay to the order of **** NETRA BAHADUR BAGALE **** إدفعوا لأمر
or bearer أو لحامله

Amount **** ONE THOUSAND ONE HUNDRED NINE ONLY ****
in words

المبلغ
بالدرروف

ر.ق
Q.R

1,109.00

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

00009645063402001500000100000792506

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 : 2360000424

GL Account :

Payee Name :

Exchange rate :

Remarks : 5365

Payment Method :

Ref.Document.no	Document Date	Document Amount	Other Deduction	Net Amount	Curr
00009645	04.05.2023	1,109.00	0.00	1,109.00	QAR
		1,109.00	0.00	1,109.00	QAR

Payment Detail(s)

Bank's Name / A/c No.	Cheque Number	Instrument Date	Amount	Currency
DUKHAN BANK	00009645	04.05.2023	1,109.00	QAR
100000792506		Total :	1,109.00	QAR

Amount in words : Qatari Riyal One Thousand One Hundred Nine Only

Kindly acknowledge the receipt

Thanking You

Prepared By

Verified By

Authorized By

Receiver's Signature

Document Date/Time: 04.05.2023/16:16:43

Ummsaid Bakery

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

كيوبيك
Qbake

مخبر مسعود

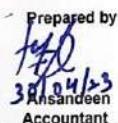
(مملوك لشركة زاد القابضة ش.م.ق.ع.)

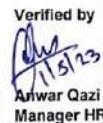
Service Period From: 24-10-22 To 14-04-23

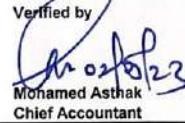
LEAVE ENCASHMENT	USB	OF Mr.NETRA BAHADUR BAGALE
UPTO	14-Apr-23	104680 - 5365
DEPARTMENT	Sales	
DESIGNATION	Sales Assistant	

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	-
Total Package	QR	1,300
Service Duration	4 Years 11 Months 20 Days	
Leave Category	21	
Appointment date	25-Apr-18	
Joining/Rejoining/Encashment date	24-Oct-22	
Payment Type	d-Pay Card	

<u>LEAVE ALLOWANCE</u>				
From	24-Oct-22	to	14-Apr-23	
(172 x 21) / 344 =	10.50	days @ QR	33.33	350
<u>HOUSE RENT ALLOWANCE</u>				
From	24-Oct-22	to	14-Apr-23	
	10.50	days @ QR		0
<u>AIR TICKET PRORATA BASIS</u>				
Amount of air fare				759
Doha-Kathmandu-Doha		Economy Class		
Self				
Full Fare QR. 2280				
<u>NET TOTAL</u>				<u>1,109</u>
(Qrs. One Thousand One Hundred Nine Only)				

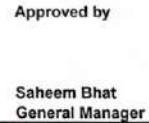
Prepared by

Anasadeen
Accountant

Verified by

Anwar Qazi
Manager HR & Admin

Verified by

Mohamed Asthak
Chief Accountant

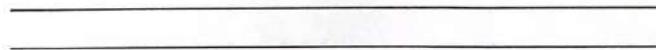
Verified by

07 MAY 2023
Sameer Mohammed
Sr. Finance Manager

Approved by

Saheem Bhat
General Manager

I, the undersigned Netra Bahadur Bagale declare that I have received with thanks from Ummsaid Bakery all my dues relating to salary and leave salary totaling Qr.1,109 (Qrs. One Thousand One Hundred Nine 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	NETRA BAHADUR BAGALE
Signature	
Date



**State Of Qatar
Residency Permit**

دولت قطر

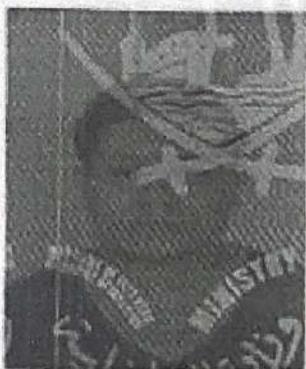
ID.No:	28552451488	الرقم الشخصي:	
D.O.B.:	02/04/1985	تاريخ الميلاد:	
Expiry:	22/04/2023	الصلاحية:	
	نيبال	الجنسية:	
Nationality:	NEPAL		
Occupation:	عامل	المهنة:	
		الاسم:	نيترا بهادور باغالاي

Name: NETRA BAHADUR BAGALE

Passport Number:	09144629	رقم جواز السفر:
Passport Expiry:	02/09/2025	تاريخ انتهاء الجواز:
Serial No:	30428552451488	الرقم الممسلسل:
Residency Type:	عمل	نوع الرخصة:
Employer:	شركة مطابحن الدقيق القطرية	المستقدم:

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

توقيع حامل البطاقة
Holder's signature





Leave Requisition Form

Part 1 (To be filled by Employee)

Date of Initiation: 25.04.23

Full Name : NETRA B. BAGALE

Job Title : SALES ASST. Employee Code : 5365

Department : SALES Business Unit : BAKERY

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:



30 APR 2023

Signature of Employee

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

Remarks (if any): Kindly approves of due

26.04.2023

Date

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

DOJ : 25/4/18 Total leave taken :

Passport Expiry : - QID Expiry : -

Leave Passage & Dependent Details:

From 24/04/22 To 14/04/23 - 10.50
 Doha - Kathmandu - Doha
 Economy Class Air Ticket for Socf.

26.04.23

Unit - HR & Admin

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

No of Days : Signature : Date : 27/4/23