



بنك دخان
DUKHAN BANK

Main Branch

شركات
Corporate

رقم الشيك
Cheque No. 00007909

Date 25-Jan-2023 التاريخ

Pay to the order of **** ISRAFIL MIYA ****
or bearer

إدفعوا لأمر
أو لحامله

Amount **** THREE THOUSAND FIFTY TWO ONLY ****
in words

المبلغ
بالحروف

رق
Q.R

3,052.00

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

⑈00007909⑈01:6340200151⑈00000100000792506⑈

P.O Box

E-mail:

كيوبيك
Qbake

Payment Advice

Payment Date : 25.01.2023

Document Number : 2360000024

ISRAFIL TAJMUL MIYA

Supplier code :105973

Doha

QA -

Dear Sir / Madam,

Exchange rate :

Remarks : LE ISRAFIL MIYA#6229

Payment Method :

Invoice Ref.	Invoice Date	Invoice Amount	Withhold Tax	Other Deduction	Net Amount	Curr
00007909	25.01.2023	3,052.00	0.00	0.00	3,052.00	QAR
		3,052.00	0.00	0.00	3,052.00	QAR

Payment Detail(s)

Bank's Name / A/c No.	Cheque Number	Instrument Date	Amount	Currency
	00007909	25.01.2023	3,052.00	QAR
		Total :	3,052.00	QAR

Amount in words : THREE THOUSAND FIFTY-TWO ONLY

Kindly acknowledge the receipt Thanking You

Authorized Signatory

Receiver's Signature

7. S. J. K.

sc

Document Date/Time:25.01.2023/12:38:04

Ummsaid Bakery

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

**كيوبيك
Qbake****مخبز مسعيد**

(مملوك لشركة زاد القابضة ش.م.ق.ع.)

Service Period From: 08-08-21 To 07-01-23		
LEAVE ENCASHMENT	USB	OF Mr.ISRAFIL MIYA
UPTO		7-Jan-23
DEPARTMENT		Production
DESIGNATION		Labour

Basic salary	QR	1,000
HRA	QR	-
Transport Allowance	QR	-
Telephone Allowance	QR	-
Cost of Living Allowance	QR	-
Food Allowance	QR	-
Other Allowance	QR	300
Total Package	QR	1,300
Service Duration	2 Years 11 Months 2 Days	
Leave Category	21	
Appointment date	5-Feb-20	
Joining/Rejoining/Encashment date	8-Aug-21	
Payment Type	d-Pay Card	

LEAVE ALLOWANCE

From	8-Aug-21	to	7-Jan-23	Qr
(517 x 21) / 344 =	31.56	days @ Qr	33.33	1,052

HOUSE RENT ALLOWANCE

From	8-Aug-21	to	7-Jan-23	
	31.56	days @ Qr		0

AIR TICKET

Amount of air fare				
Doha-Kathmandu-Doha	Economy Class			2,000
Self				
Full Fare QR. 2000				

NET TOTAL**3,052**

(Qrs.Three Thousand Fifty Two Only)

Prepared by	Verified by	Verified by	Verified by	Verified by	Approved by
<i>[Signature]</i> Anandeen Accountant	<i>[Signature]</i> Wasim Sr. Executive HR	<i>[Signature]</i> Anwar Qazi Asst. Manager HR & Admin	<i>[Signature]</i> Mohamed Asthak Chief Accountant	<i>[Signature]</i> Sameer Mohammed Sr. Finance Manager	<i>[Signature]</i> Sahar Bhat General Manager

I, the undersigned Israfil Miya declare that I have received with thanks from Ummsaid Bakery all my dues relating to salary and leave salary totaling Qr.3,052(Qrs.Three Thousand Fifty Two 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 **ISRAFIL MIYA**

Signature _____

Date _____

ص.ب: ١٤٤٤، الدوحة، قطر. الهاتف: ٥٠٠٠ ٤٤٤١ +٩٧٤، الفاكس: ٤٩٧٣ +٩٧٤ ٤٤٣١ | سجل تجاري رقم: ٤٣٩٧٢

P.O. Box: 1444, Doha, Qatar. Tel.: +974 4441 5000, Fax: +974 4431 4973, E-mail: info@qbake.qa | Website: www.qbake.qa | C.R. No. : 43972

State Of Qatar
Residency Permit



دولة قطر
رخصة إقامة

ID.No: 29552412443 الرقم الشخصي:
D.O.B.: 24/06/1995 تاريخ الميلاد:
Expiry: 04/02/2023 الصلاحية:

نيبال

الجنسية:

Nationality: NEPAL

Occupation: ع ام ن

المهنة:



الاسم: اسرافيل ميا

Name: ISRAFIL MIYA

Passport Number: 07614321
Passport Expiry: 10/07/2024
Serial No: 30629552412443
Residency Type: عمل
Employer: شركة مطاحن الدقيق القطرية

رقم جواز السفر:
تاريخ انتهاء الجواز:
الرقم المسلسل:
نوع الرخصة:
المستقدم:

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

توقيع حامل البطاقة
Holder's signature



ZAD HUMAN RESOURCES



شركة زاد القابضة
Zad Holding Company

Leave Requisition Form

Part 1 (To be filled by Employee)

Date of Initiation: 04/01/23

Full Name : Israfil Miya

Job Title : Labour

Employee Code : 6229

Department : Production

Business Unit : Ummsaid 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:

Signature of backup employee:



Signature of Department Head
04/01/23

Signature of Employee
Israfil miya

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)

DOI : 05/02/20

Total leave taken :

Passport Expiry : -

QID Expiry : -

Leave Passage & Dependent Details:

From 08/08/21 To 07/01/23 - 31.56
Doha - Kathmandu - Doha
Economy class Air Ticket for self.

Unit - HR & Admin

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

No of Days :

Signature :

Date : 11/1/23