



Main Branch

شركات
Corporate

رقم الشيك
Cheque No. 00009841

20-Aug-2023

Date _____ التاريخ _____

Pay to the order of **** AJAYAN PEEDIKAPARAMBIL SREEDHARAN ****
or bearer

إدفعوا لأمر
أو لحامله

Amount **** SIX THOUSAND SEVEN HUNDRED SIXTY EIGHT ONLY **** المبلغ
in words بالحدوف

رق
QR

6,768.00

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

000098410101634020015100000100000792506

Ummsaid Bakery Qatar

Al Meena Street

P.O Box 1444 Doha Qatar

E-mail: info@qbake.qa

كيوبيك
Qbake

Payment Advice

Payment Date : 20.08.2023

Document Number : 2334029265

Supplier code :100639

AJAYAN PEEDIKAPARAMBIL SREEDHARAN

Doha

QA -

Dear Sir / Madam,

Exchange rate :

Remarks : LS AJAYAN PS #2478

Payment Method :

Ref.Document.no	Document Date	Document Amount	Other Deduction	Net Amount	Curr
00009841	20.08.2023	6,768.00-	0.00	6,768.00-	QAR
		6,768.00	0.00	6,768.00	QAR

Payment Detail(s)

Bank's Name / A/c No.	Cheque Number	Instrument Date	Amount	Currency
DUKHAN BANK	00009841	20.08.2023	6,768.00	QAR
100000792506		Total :	6,768.00	QAR

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

Kindly acknowledge the receipt
Thanking You

Prepared By

[Signature]

Verified By

[Signature]

Authorized By

[Signature]

Receiver's Signature

Document Date/Time:20.08.2023/14:34:59

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: 14-01-09 To 29-08-23			
100639 - 2478	LEAVE SETTLEMENT OF Mr.	USB	AJAYAN P S
TO BE RECEIVED ON	29-Aug-23	Basic Salary	QR 2,050
DEPARTMENT	Production	HRA	QR -
DESIGNATION	Baker	Transport Allowance	QR -
		Telephone Allowance	QR -
		Cost of Living Allowance	QR -
		Food Allowance	QR -
		Other Allowance	QR 2,050
		Total Package	13 Years 11 Months 1 Days
		Service Duration	30
		Leave Category	14-Jan-09
		Appointment date	14-Jan-22
		Joining/Rejoining/Encashment date	d-Pay Card
		Payment Type	
SALARY			
BASIC SALARY	1-Aug-23	to	29-Aug-23
From	29	days @ Qr	66.13
			1,918
LEAVE SALARY			
BASIC SALARY	14-Jan-22	to	15-Dec-22
From	30.00	days @ Qr	68.33
(335 x 30) / 335 =			2,050
AIR TICKET			
Amount of air fare	Economy Class		2,800
Doha-Mumbai-Doha			
SELF			
Full Fare QR. 2800			
NET TOTAL			6,768
(Qrs.Six Thousand Seven Hundred Sixty Eight Only)			
Prepared by	Verified by	Verified by	Approved by
Ansardeen	Anwar Qazi	Mohamed Asthak	Sameer Bhatt
Accountant	Manager HR & Admin	Chief Accountant	General Manager
I, the undersigned Ajayan P S declare that I have received with thanks from Ummsaid Bakery all my dues relating to salary and leave salary totaling Qr.6,768(Qrs.Six Thousand Seven 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	AJAYAN P S		
Signature			
Date			

State Of Qatar
Residency Permit



دولة قطر
رخصة إقامة

ID.No: 26935620739

الرقم الشخصي:

D.O.B.: 28/05/1969

تاريخ الميلاد:

Expiry: 11/01/2024

الصلاحية:

الهند

الجنسية:

Nationality: INDIA

Occupation: عامل تعبئة

المهنة:

الاسم: اجايان شريدان

Name: AJAYAN PEEDIKAPARAMBIL SREEDHARAN

Passport Number:

R8303764

رقم جواز السفر:

Passport Expiry:

17/02/2028

تاريخ انتهاء الجواز:

Serial No:

31626935620739

الرقم المسلسل:

Residency Type:

عمل

نوع الرخصة:

Employer:

شركة زاد القابضة (ش.م.ق.)


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:	
Full Name : <u>AJayan KV</u>			
Job Title : <u>Baker</u>	Employee Code : <u>2478</u>		
Department : <u>Production</u>	Business Unit : <u>Ummsaid Bakery</u>		
Leave Type			
Annual <input checked="" type="checkbox"/> Encashment <input type="checkbox"/> Leave Without Pay <input type="checkbox"/> Leave With Pay <input type="checkbox"/>			
Leave Information			
Leave From: <u>30/08/23</u>	Leave up to: <u>09/10/23</u>	No of Days: <u>40</u>	Return to duty date: <u>10/10/23</u>
Contact Details while on vacation			
Telephone No. :		Mobile No. : <u>+919567669411</u>	
Address :		Email ID :	
Backup employee during leave period based on discussion with Dept. Head:		Signature of backup employee:	
<u>4234 Hari Kumar</u>		<u>D. Harbours</u>	
		<u>Am</u> Signature of Employee	
Part 2 (Department Approval – to be filled by Department Head)			
Remarks (if any):			
<u>SA</u> Signature of Department Head		<u>3/08/23</u> Date	
Part 3 (Leave Eligibility – to be filled by HR)			
DOJ : <u>14/01/09</u>		Total leave taken : <u>47 days</u> in 2022	
Passport Expiry : <u>17/02/28</u>		QID Expiry : <u>11/01/24</u>	
Leave Passage & Dependent Details:			
<u>From 14/01/22 To 15/12/22 - 30</u>			
<u>Doha - Mumbai - Doha</u>			
<u>Economy Class Air Ticket for self.</u>			
Unit – HR & Admin			
Part 4 (Final Approval – to be filled by CEO/GM/VP)			
No of Days : <u>40</u>	Signature : <u>[Signature]</u>	Date : <u>7.8.23</u>	