



بنك دخان
DUKHAN BANK

SECURITY PRINTING PRESS

Main Branch

شركات
Corporate

رقم الشيك
Cheque No. 00007917

02-Feb-2023

التاريخ

Date

إدفعوا لأمر
أو لحامله

Pay to the order of ** ROBERT KINGI MATHENGE **

or bearer

Amount ** FIVE THOUSAND FOUR HUNDRED EIGHTY TWO ONLY **

in words

المبلغ
بالدرر
R.Q.
Q.R.

5,482.00

Signature التوقيع

UMMSAID BAKERY

A/C No. 1000-00792-506

Please do not write or stamp in the space below this line

الرجاء عدم الكتابة أو وضع دخان أسفل الخط

0000 7917 0634 0200 1500 0000 100000 792506

P.O Box

E-mail:



Payment Advice

Payment Date : 02.02.2023

Document Number : 2360000055

ROBERT KINGI MATHENGE

Supplier code : 103609

Doha

QA -

Dear Sir / Madam,

Exchange rate :

Remarks : LS ROBERT KINGY#4587

Payment Method :

Invoice Ref.	Invoice Date	Invoice Amount	Withhold Tax	Other Deduction	Net Amount	Curr
00007917	02.02.2023	5,482.00	0.00	0.00	5,482.00	QAR
		5,482.00	0.00	0.00	5,482.00	QAR

Payment Detail(s)

Bank's Name / A/c No.	Cheque Number	Instrument Date	Amount	Currency
	00007917	02.02.2023	5,482.00	QAR
Total :			5,482.00	QAR

Amount in words : FIVE THOUSAND FOUR HUNDRED EIGHTY-TWO ONLY

Kindly acknowledge the receipt Thanking You

Authorized Signatory

Receiver's Signature

Re.
 JAH.

		Service Period From: 29-08-16 To 09-02-23		
103609 - 4587	LEAVE SETTLEMENT OF Mr.	USB	ROBERT KINGI MATHENGE	
TO BE RECEIVED ON	9-Feb-23	Basic Salary	QR	1,500
DEPARTMENT	Sales	HRA	QR	-
DESIGNATION	Merchandiser	Transport Allowance	QR	-
		Telephone Allowance	QR	-
		Cost of Living Allowance	QR	-
		Food Allowance	QR	-
		Other Allowance	QR	-
		Total Package	QR	1,500
		Service Duration	5 Years 11 Months 1 Days	
		Leave Category	30	
		Appointment date	29-Aug-16	
		Joining/Rejoining/Encashment date	29-Aug-21	
		Payment Type	d-Pay Card	
<u>SALARY</u>				
<u>BASIC SALARY</u>				
From	1-Feb-23	to	9-Feb-23	
9	days @ QR	53.57	482	
<u>LEAVE SALARY FOR 2021-2022</u>				
From	29-Aug-21	to	30-Jul-22	
(335 x 30) / 335 =	30.00	30.00 days	50.00	1,500
30.00	days @ QR			
<u>AIR TICKET</u>				
Amount of air fare				
Doha-Nairobi-Doha	Economy Class			
SELF	3,500			
Full Fare QR. 3500				
<u>NET TOTAL</u>				
(Qrs.Five Thousand Four Hundred Eighty Two Only)				
Prepared by	Verified by	Verified by	Verified by	Approved by
Wasim Accountant	Anwar Qazi Asst.Manager HR & Admin	Mohamed Asthak Chief Accountant	Sameer Mohammed Sr. Finance Manager	Jaleen General Manager
I, the undersigned Robert Kingi Mathenge declare that I have received with thanks from Umm Said Bakery all my dues relating to salary and leave salary totaling Qr.5,482(Qrs.Five Thousand Four Hundred Eighty 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 Umm Said 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	ROBERT KINGI MATHENGE			
Signature				
Date				

**State Of Qatar
Residency Permit**



دُوَلَةُ قَطْرٍ
رِخْصَةُ إِقَامَةٍ

ID.No:	28540401410	الرقم الشخصي:	
D.O.B.:	05/07/1985	تاريخ الميلاد:	
Expiry:	26/08/2022	الصلاحية:	
Nationality:	KENYA	الجنسية:	
Occupation:	سائق	المهنة:	
الاسم: روبرت كينياني			

Name: ROBERT KINGI MATHENGE

Passport Number:	AZZ5934Z	رقم جواز السفر:
Passport Expiry:	15/09/2024	تاريخ انتهاء الجواز:
Serial No:	30528540401410	الرقم الممليّل:
Residency Type:	عمل	نوع الرخصة:
Employer:	شركة مطاحن النفق القطرية	المستقدم:

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

توقيع حامل البطاقة
Holder's signature

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Leave Requisition Form

Part 1 (To be filled by Employee)		Date of Initiation: 28 th Jan 23
Full Name : Robert Job Title : Merchandiser Employee Code : 4587 Department : Sales Business Unit : Ummsaid Bakery		
Leave Type <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Encashment <input type="checkbox"/> Leave Without Pay <input type="checkbox"/> Leave With Pay		
Leave Information Leave From: 10/02/23 Leave up to: 11/03/23 No of Days: 30 Return to duty date: 12/03/23		
Contact Details while on vacation Telephone No. : Mobile No. : +974 66576218 Address : Email ID : Backup employee during leave period based on discussion with Dept. Head: Jog Bahadur : EMP#7002		
Signature of Employee		
Part 2 (Department Approval – to be filled by Department Head) Remarks (if any): <i>Leave can be approved for 30 days, from 10-02-2023 to 29-02-2023.</i>		
Signature of Department Head		Date <i>29.01.2023</i>
Part 3 (Leave Eligibility – to be filled by HR) DOJ: 29/08/16 Total leave taken: Passport Expiry: 15/09/24 QID Expiry: 26/03/23		
Leave Passage & Dependent Details: <i>From 29/08/21 To 30/02/22 - 30 Doha - Nairobi - Doha Economy Class Air Ticket for Soof.</i>		
Part 4 (Final Approval – to be filled by CEO/GM/VP) No of Days: 30 Signature: <i>30.1.23</i> Unit – HR & Admin		