



بنك دخان  
DUKHAN BANK

Main Branch

شركات  
Corporate

رقم الشيك  
Cheque No. 00009644

Date 04-May-2023 التاريخ

Pay to the order of **\*\* DEEPAK KADEL \*\***  
or bearer

إدفعوا لأمر  
أو لحامله

Amount **\*\* ONE THOUSAND FIFTEEN ONLY \*\***  
in words

المبلغ  
بالحروف

رق  
Q.R

1,015.00

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

00009644015100000100000792506

Ummsaid Bakery Qatar

Al Meena Street

P.O Box 1444 Doha Qatar

E-mail: info@qbake.qa

كيوبيك  
Qbake

**Payment Advice**

**Payment Date : 04.05.2023**

**Document Number : 2360000423**

**GL Account :**

**Payee Name :**

**Exchange rate :**

**Remarks : LE DEEPAK#5299**

**Payment Method :**

| Ref.Document.no | Document Date | Document Amount | Other Deduction | Net Amount | Curr |
|-----------------|---------------|-----------------|-----------------|------------|------|
| 00009644        | 04.05.2023    | 1,015.00        | 0.00            | 1,015.00   | QAR  |
|                 |               | 1,015.00        | 0.00            | 1,015.00   | QAR  |

**Payment Detail(s)**

| Bank's Name / A/c No. | Cheque Number | Instrument Date | Amount   | Currency |
|-----------------------|---------------|-----------------|----------|----------|
| DUKHAN BANK           | 00009644      | 04.05.2023      | 1,015.00 | QAR      |
| 100000792506          |               | <b>Total :</b>  | 1,015.00 | QAR      |

**Amount in words : Qatari Riyal One Thousand Fifteen Only**

Kindly acknowledge the receipt

Thanking You

Prepared By

7

Verified By

9

Authorized By

Receiver's Signature

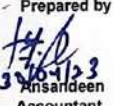
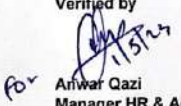
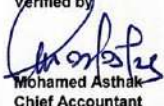
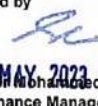
Document Date/Time:04.05.2023/16:16:29

**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: 03-10-22 To 24-03-23  |  |  |  |              |    |       |     |    |   |                     |    |   |                     |    |   |                          |    |   |                |    |     |                 |    |   |                      |           |              |                  |                           |  |                |    |  |                  |          |  |                                   |          |  |              |            |  |
|--|--|--|--|--------------|----|-------|-----|----|---|---------------------|----|---|---------------------|----|---|--------------------------|----|---|----------------|----|-----|-----------------|----|---|----------------------|-----------|--------------|------------------|---------------------------|--|----------------|----|--|------------------|----------|--|-----------------------------------|----------|--|--------------|------------|--|
| <b>LEAVE ENCASHMENT</b>  |  | <b>USB</b>   | <b>OF Mr.DEEPAK</b>  |              |    |       |     |    |   |                     |    |   |                     |    |   |                          |    |   |                |    |     |                 |    |   |                      |           |              |                  |                           |  |                |    |  |                  |          |  |                                   |          |  |              |            |  |
| <b>UPTO</b>  |  | 24-Mar-23  | 104605 - 5299  |              |    |       |     |    |   |                     |    |   |                     |    |   |                          |    |   |                |    |     |                 |    |   |                      |           |              |                  |                           |  |                |    |  |                  |          |  |                                   |          |  |              |            |  |
| <b>DEPARTMENT</b>  |  | Production   |  |              |    |       |     |    |   |                     |    |   |                     |    |   |                          |    |   |                |    |     |                 |    |   |                      |           |              |                  |                           |  |                |    |  |                  |          |  |                                   |          |  |              |            |  |
| <b>DESIGNATION</b>   |  | Labour   |  |              |    |       |     |    |   |                     |    |   |                     |    |   |                          |    |   |                |    |     |                 |    |   |                      |           |              |                  |                           |  |                |    |  |                  |          |  |                                   |          |  |              |            |  |
| <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Basic salary</td> <td style="width: 10%; text-align: right;">QR</td> <td style="width: 30%; text-align: right;">1,000</td> </tr> <tr> <td>HRA</td> <td style="text-align: right;">QR</td> <td style="text-align: right;">-</td> </tr> <tr> <td>Transport Allowance</td> <td style="text-align: right;">QR</td> <td style="text-align: right;">-</td> </tr> <tr> <td>Telephone Allowance</td> <td style="text-align: right;">QR</td> <td style="text-align: right;">-</td> </tr> <tr> <td>Cost of Living Allowance</td> <td style="text-align: right;">QR</td> <td style="text-align: right;">-</td> </tr> <tr> <td>Food Allowance</td> <td style="text-align: right;">QR</td> <td style="text-align: right;">300</td> </tr> <tr> <td>Other Allowance</td> <td style="text-align: right;">QR</td> <td style="text-align: right;">-</td> </tr> <tr> <td><b>Total Package</b></td> <td style="text-align: right;"><b>QR</b></td> <td style="text-align: right;"><b>1,300</b></td> </tr> <tr> <td>Service Duration</td> <td colspan="2" style="text-align: right;">4 Years 11 Months 23 Days</td> </tr> <tr> <td>Leave Category</td> <td colspan="2" style="text-align: right;">21</td> </tr> <tr> <td>Appointment date</td> <td colspan="2" style="text-align: right;">1-Apr-18</td> </tr> <tr> <td>Joining/Rejoining/Encashment date</td> <td colspan="2" style="text-align: right;">3-Oct-22</td> </tr> <tr> <td>Payment Type</td> <td colspan="2" style="text-align: right;">d-Pay Card</td> </tr> </table> |  |  |  | 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 | - | <b>Total Package</b> | <b>QR</b> | <b>1,300</b> | Service Duration | 4 Years 11 Months 23 Days |  | Leave Category | 21 |  | Appointment date | 1-Apr-18 |  | Joining/Rejoining/Encashment date | 3-Oct-22 |  | Payment Type | d-Pay Card |  |
| 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   | -  |  |              |    |       |     |    |   |                     |    |   |                     |    |   |                          |    |   |                |    |     |                 |    |   |                      |           |              |                  |                           |  |                |    |  |                  |          |  |                                   |          |  |              |            |  |
| <b>Total Package</b>   | <b>QR</b>  | <b>1,300</b>   |  |              |    |       |     |    |   |                     |    |   |                     |    |   |                          |    |   |                |    |     |                 |    |   |                      |           |              |                  |                           |  |                |    |  |                  |          |  |                                   |          |  |              |            |  |
| Service Duration   | 4 Years 11 Months 23 Days  |  |  |              |    |       |     |    |   |                     |    |   |                     |    |   |                          |    |   |                |    |     |                 |    |   |                      |           |              |                  |                           |  |                |    |  |                  |          |  |                                   |          |  |              |            |  |
| Leave Category   | 21   |  |  |              |    |       |     |    |   |                     |    |   |                     |    |   |                          |    |   |                |    |     |                 |    |   |                      |           |              |                  |                           |  |                |    |  |                  |          |  |                                   |          |  |              |            |  |
| Appointment date   | 1-Apr-18   |  |  |              |    |       |     |    |   |                     |    |   |                     |    |   |                          |    |   |                |    |     |                 |    |   |                      |           |              |                  |                           |  |                |    |  |                  |          |  |                                   |          |  |              |            |  |
| Joining/Rejoining/Encashment date  | 3-Oct-22   |  |  |              |    |       |     |    |   |                     |    |   |                     |    |   |                          |    |   |                |    |     |                 |    |   |                      |           |              |                  |                           |  |                |    |  |                  |          |  |                                   |          |  |              |            |  |
| Payment Type   | d-Pay Card   |  |  |              |    |       |     |    |   |                     |    |   |                     |    |   |                          |    |   |                |    |     |                 |    |   |                      |           |              |                  |                           |  |                |    |  |                  |          |  |                                   |          |  |              |            |  |
| <b>LEAVE ALLOWANCE</b>   |  |  |  |              |    |       |     |    |   |                     |    |   |                     |    |   |                          |    |   |                |    |     |                 |    |   |                      |           |              |                  |                           |  |                |    |  |                  |          |  |                                   |          |  |              |            |  |
| From   | 3-Oct-22   | to   | 24-Mar-23  |              |    |       |     |    |   |                     |    |   |                     |    |   |                          |    |   |                |    |     |                 |    |   |                      |           |              |                  |                           |  |                |    |  |                  |          |  |                                   |          |  |              |            |  |
| ( 172 x 21 ) / 344 =   |  | 10.50 days   |  |              |    |       |     |    |   |                     |    |   |                     |    |   |                          |    |   |                |    |     |                 |    |   |                      |           |              |                  |                           |  |                |    |  |                  |          |  |                                   |          |  |              |            |  |
|  | 10.50  | days @ Qr  | 33.33  |              |    |       |     |    |   |                     |    |   |                     |    |   |                          |    |   |                |    |     |                 |    |   |                      |           |              |                  |                           |  |                |    |  |                  |          |  |                                   |          |  |              |            |  |
|  |  |  | 350  |              |    |       |     |    |   |                     |    |   |                     |    |   |                          |    |   |                |    |     |                 |    |   |                      |           |              |                  |                           |  |                |    |  |                  |          |  |                                   |          |  |              |            |  |
| <b>HOUSE RENT ALLOWANCE</b>  |  |  |  |              |    |       |     |    |   |                     |    |   |                     |    |   |                          |    |   |                |    |     |                 |    |   |                      |           |              |                  |                           |  |                |    |  |                  |          |  |                                   |          |  |              |            |  |
| From   | 3-Oct-22   | to   | 24-Mar-23  |              |    |       |     |    |   |                     |    |   |                     |    |   |                          |    |   |                |    |     |                 |    |   |                      |           |              |                  |                           |  |                |    |  |                  |          |  |                                   |          |  |              |            |  |
|  | 10.50  | days @ Qr  | -  |              |    |       |     |    |   |                     |    |   |                     |    |   |                          |    |   |                |    |     |                 |    |   |                      |           |              |                  |                           |  |                |    |  |                  |          |  |                                   |          |  |              |            |  |
|  |  |  | 0  |              |    |       |     |    |   |                     |    |   |                     |    |   |                          |    |   |                |    |     |                 |    |   |                      |           |              |                  |                           |  |                |    |  |                  |          |  |                                   |          |  |              |            |  |
| <b>AIR TICKET PRORATA BASIS</b>  |  |  |  |              |    |       |     |    |   |                     |    |   |                     |    |   |                          |    |   |                |    |     |                 |    |   |                      |           |              |                  |                           |  |                |    |  |                  |          |  |                                   |          |  |              |            |  |
| Amount of air fare   |  |  | 665  |              |    |       |     |    |   |                     |    |   |                     |    |   |                          |    |   |                |    |     |                 |    |   |                      |           |              |                  |                           |  |                |    |  |                  |          |  |                                   |          |  |              |            |  |
| Doha-Kathmandu-Doha  |  | Economy Class  |  |              |    |       |     |    |   |                     |    |   |                     |    |   |                          |    |   |                |    |     |                 |    |   |                      |           |              |                  |                           |  |                |    |  |                  |          |  |                                   |          |  |              |            |  |
| Self   |  |  |  |              |    |       |     |    |   |                     |    |   |                     |    |   |                          |    |   |                |    |     |                 |    |   |                      |           |              |                  |                           |  |                |    |  |                  |          |  |                                   |          |  |              |            |  |
| Full Fare QR. 2000   |  |  |  |              |    |       |     |    |   |                     |    |   |                     |    |   |                          |    |   |                |    |     |                 |    |   |                      |           |              |                  |                           |  |                |    |  |                  |          |  |                                   |          |  |              |            |  |
| <b>NET TOTAL</b>   |  |  | <b>1,015</b>   |              |    |       |     |    |   |                     |    |   |                     |    |   |                          |    |   |                |    |     |                 |    |   |                      |           |              |                  |                           |  |                |    |  |                  |          |  |                                   |          |  |              |            |  |
| ( Qrs.One Thousand Fifteen Only )  |  |  |  |              |    |       |     |    |   |                     |    |   |                     |    |   |                          |    |   |                |    |     |                 |    |   |                      |           |              |                  |                           |  |                |    |  |                  |          |  |                                   |          |  |              |            |  |
| Prepared by  | Verified by  | Verified by  | Approved by  |              |    |       |     |    |   |                     |    |   |                     |    |   |                          |    |   |                |    |     |                 |    |   |                      |           |              |                  |                           |  |                |    |  |                  |          |  |                                   |          |  |              |            |  |
| <br><b>Anwar Qazi</b><br>Accountant   | <br><b>Anwar Qazi</b><br>Manager HR & Admin | <br><b>Mohamed Asthak</b><br>Chief Accountant | <br><b>Saheem Bhat</b><br>General Manager |              |    |       |     |    |   |                     |    |   |                     |    |   |                          |    |   |                |    |     |                 |    |   |                      |           |              |                  |                           |  |                |    |  |                  |          |  |                                   |          |  |              |            |  |
| I, the undersigned Deepak declare that I have received with thanks from Ummsaid Bakery all my dues relating to salary and leave salary totaling Qr.1,015( Qrs.One Thousand Fifteen 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.   |  |  |  |              |    |       |     |    |   |                     |    |   |                     |    |   |                          |    |   |                |    |     |                 |    |   |                      |           |              |                  |                           |  |                |    |  |                  |          |  |                                   |          |  |              |            |  |
| <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <b>Name</b><br/><br/> <b>Signature</b><br/><br/> <b>Date</b> </div> <div style="width: 70%;"> <b>DEEPAK</b><br/><br/> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="border-bottom: 1px solid black; width: 100%;"></div> </div> </div>   |  |  |  |              |    |       |     |    |   |                     |    |   |                     |    |   |                          |    |   |                |    |     |                 |    |   |                      |           |              |                  |                           |  |                |    |  |                  |          |  |                                   |          |  |              |            |  |



State Of Qatar  
Residency Permit



دولة قطر  
رخصة إقامة

ID.No: 28252446264 الرقم الشخصي:  
D.O.B.: 07/09/1982 تاريخ الميلاد:  
Expiry: 29/03/2023 الصلاحية:

نيپال

Nationality: NEPAL الجنسية:

Occupation: عمل المهنة:

الاسم: ديباك كاديل



Name: DEEPAK KADEL

Passport Number: 08774302 رقم جواز السفر:  
Passport Expiry: 09/05/2025 تاريخ انتهاء الجواز:  
Serial No: 30428252446264 الرقم الممثل:  
Residency Type: عمل نوع الرخصة:  
Employer: مخبز امسيد المستقيم:

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



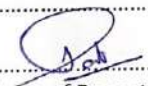

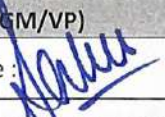
توقيع حامل البطاقة  
Holder's signature

Deepak





### Leave Requisition Form

|   |   |  |                      |
|---|---|--|----------------------|
| <b>Part 1 ( To be filled by Employee )</b>  |   | <b>Date of Initiation:</b>   |                      |
| Full Name : <u>Deepak Kadel</u>   |   |  |                      |
| Job Title : <u>Labour</u>   | Employee Code : <u>5299</u>   |  |                      |
| Department : <u>Production</u>  | Business Unit : <u>Ummsaid Bakery</u>   |  |                      |
| <b>Leave Type</b>   |   |  |                      |
| Annual [ ]  | Encashment <input checked="" type="checkbox"/>  | Leave Without Pay [ ]  | Leave With Pay [ ]   |
| <b>Leave Information</b>  |   |  |                      |
| Leave From:   | Leave up to :   | No of Days :   | Return to duty date: |
| <b>Contact Details while on vacation</b>  |   |  |                      |
| Telephone No. :   |   | Mobile No. : <u>70976732</u>   |                      |
| Address :   |   | Email ID :   |                      |
| Backup employee during leave period based on discussion with Dept. Head:  |   | Signature of backup employee:  |                      |
|    |   |                          |                      |
|   |   | <u>Deepak</u><br>Signature of Employee   |                      |
| <b>Part 2 (Department Approval – to be filled by Department Head )</b>  |   |  |                      |
| Remarks (if any): .....   |   |  |                      |
| <br>Signature of Department Head   |   | <u>19/04/23</u><br>Date  |                      |
| <b>Part 3 ( Leave Eligibility – to be filled by HR)</b>   |   |  |                      |
| DOJ: <u>1/4/18</u>  |   | Total leave taken :  |                      |
| Passport Expiry : -   |   | QID Expiry : -   |                      |
| Leave Passage & Dependent Details:<br><u>From 3/10/22 To 24/3/23 - 10.50</u><br><u>Doha - Kathmandu - Doha</u><br><u>Economy Class Air Ticket for self.</u> |   |  |                      |
|   |   | <br>Unit – HR & Admin |                      |
| <b>Part 4 ( Final Approval – to be filled by CEO/CM/VP)</b>   |   |  |                      |
| No of Days :  | Signature :  | Date : <u>27 4 23</u>  |                      |