



بنك دخان
DUKHAN BANK

Main Branch

شركات
Corporate

رقم الشيك
Cheque No. 00007936

Date 06-Feb-2023 التاريخ

Pay to the order of **** IMRAN RASHID RASHID ****
or bearer

إدفعوا لأمر
أو لحامله

Amount **** ONE THOUSAND EIGHTY FIVE ONLY ****
in words

المبلغ
بالحروف

رق
Q.R

1,085.00

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

⑈00007936⑈01:6340200151:⑈00000100000792506⑈

P.O Box

E-mail:

كيوبيك
Qbake

Payment Advice

Payment Date : 06.02.2023

Document Number : 2360000077

IMRAN RASHID MUHAMMAD RASHID

Supplier code :104359

Doha

QA -

Dear Sir / Madam,

Exchange rate :

Remarks : LE IMRAN RASHID#5075

Payment Method :

Invoice Ref.	Invoice Date	Invoice Amount	Withhold Tax	Other Deduction	Net Amount	Curr
00007936	06.02.2023	1,085.00	0.00	0.00	1,085.00	QAR
		1,085.00	0.00	0.00	1,085.00	QAR

Payment Detail(s)

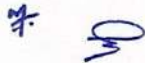
Bank's Name / A/c No.	Cheque Number	Instrument Date	Amount	Currency
DUKHAN BANK	00007936	06.02.2023	1,085.00	QAR
		Total :	1,085.00	QAR

Amount in words : Qatari Riyal One Thousand Eighty-Five Dirham Only

Kindly acknowledge the receipt Thanking You

Authorized Signatory

Receiver's Signature





Document Date/Time:06.02.2023/13:22:53

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: 09-06-22 To 28-11-22			
LEAVE ENCASHMENT		USB	OF Mr.IMRAN RASHID
UPTO		28-Nov-22	104359 - 5075
DEPARTMENT		Production	
DESIGNATION		Baker	

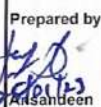


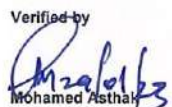
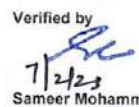

Basic salary	QR	1,200
HRA	QR	-
Transport Allowance	QR	-
Telephone Allowance	QR	-
Cost of Living Allowance	QR	-
Food Allowance	QR	300
Other Allowance	QR	-
Total Package	QR	1,500
Service Duration	4 Years 11 Months 21 Days	
Leave Category	21	
Appointment date	7-Dec-17	
Joining/Rejoining/Encashment date	9-Jun-22	
Payment Type	d-Pay Card	

LEAVE ALLOWANCE			
From	9-Jun-22	to	28-Nov-22
(172 x 21) / 344 =	10.50	days @ Qr	40.00
			420

HOUSE RENT ALLOWANCE			
From	9-Jun-22	to	28-Nov-22
	10.50	days @ Qr	0

AIR TICKET PRORATA BASIS			
Amount of air fare			665
Doha-Lahore-Doha	Economy Class		
Self			
Full Fare QR. 2000			

NET TOTAL			1,085
(Qrs.One Thousand Eighty Five Only)			

Prepared by	Verified by	Verified by	Verified by	Verified by	Approved by
					
Anwar Qazi Accountant	Wasim Sr. Executive HR	Anwar Qazi Asst. Manager HR & Admin	Mohamed Asthak Chief Accountant	Sameer Mohammed Sr. Finance Manager	General Manager

I, the undersigned Imran Rashid declare that I have received with thanks from Ummsaid Bakery all my dues relating to salary and leave salary totaling Qr.1,085(Qrs.One Thousand Eighty Five 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	IMRAN RASHID
Signature	_____
Date	_____

State Of Qatar
Residency Permit



دولة قطر
رخصة إقامة

ID.No: 28658602470 الرقم الشخصي:
D.O.B.: 26/10/1986 تاريخ الميلاد:
Expiry: 03/12/2022 الصلاحية:



Nationality: PAKISTAN الجنسية:
Occupation: سائق المهنة:

الاسم: عمران رشيد

Name: IMRAN RASHID RASHID






Passport Number: AY9842932 رقم جواز السفر:
Passport Expiry: 27/01/2023 تاريخ انتهاء الجواز:
Serial No: 31228658602470 الرقم المسلسل:
Residency Type: عمل نوع الرخصة:
Employer: الشركة القطرية للصناعات الغذائية (فودكو) 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: 08-01-2023	
Full Name :	Imran		
Job Title :	Baker	Employee Code :	5075
Department :	Production	Business Unit :	United Bakeries
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 Employee	
Part 2 (Department Approval – to be filled by Department Head)			
Remarks (if any):			
 Signature of Department Head		 Date: 12-01-2023	
Part 3 (Leave Eligibility – to be filled by HR)			
DOJ: 07/12/17	Total leave taken :		
Passport Expiry : -	QID Expiry : -		
Leave Passage & Dependent Details: From 09/06/22 TO 20/11/22 - 10.50 Doha - Lahore - 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 : 18/1/23	