



بنك دخان
DUKHAN BANK

Main Branch

شركات
Corporate

رقم الشيك
Cheque No.
00010029

25-Apr-2024

التاريخ

Date

Pay to the order of ** MAJIBUL NADAF **
or bearer

إدفعوا لأمر
أو لحامله

Amount ** THREE THOUSAND FOUR HUNDRED FORTY ONLY **
in words

المبلغ
بالحرروف
L.Q.
Q.R.

3,440.00

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

00010029063402001500000100000792506

PAYMENT ADVICE

Ummsaid Bakery Qatar

Al Meena Street

P.O. BOX. 1444 Doha Qatar

Email : info@qbake.qa



PAYEE NAME : MAJIBUL NADAF

Paym Date: 25.04.2024

107095

Doc.No: 2434014539

Majibul Nadaf

Payment Method :

DOHA-Doha

Exch.rate:

Remarks: LS MAJIBUL NADAF#6963

Ref. Doc. No	Posting Date	DC Type	Sup. Doc. No	Sup. Doc. Date	Currency	Doc Amount	Adjustment	Pay. Amount
2433000705	25.04.2024	KR	00010029	25.04.2024	QAR	3,440.00	0.00	3,440.00
Total					QAR	3,440.00	0.00	3,440.00

Bank Name	A/C No.	Cheque No	Cheque Date	Currency	Amount	Remarks
DUKHAN BANK	100000792506	00010029	25 Apr 2024	QAR	3,440.00	

Amount in Words : Qatari Riyal Three Thousand Four Hundred Forty Only

Created

Verified

Authorised

Receiver's Details

Kindly Acknowledge the receipts

Name :

Signature :

Payment Request Approvals

Pay. Req. Ref	PR Date	Creator	Level 1	Level 2	Level 3	Level 4	Level 5

Service Period From: 03-10-22 To 04-05-24								
107095 - 6963 LEAVE SETTLEMENT OF Mr.		USB	MAJIBUL NADAF					
TO BE RECEIVED ON	4-May-24	Basic Salary	QR	1,000				
DEPARTMENT	Production	HRA	QR	-				
DESIGNATION	Labour	Transport Allowance	QR	-				
		Telephone Allowance	QR	-				
		Cost of Living Allowance	QR	-				
		Food Allowance	QR	300				
		Other Allowance	QR	-				
		Total Package	QR	1,300				
		Service Duration	1 Years 5 Months 0 Days					
		Leave Category	21					
		Appointment date	3-Oct-22					
		Joining/Rejoining/Encashment date	3-Oct-22					
		Payment Type	d-Pay Card					
SALARY								
<u>BASIC SALARY</u>								
From	1-May-24	to	4-May-24					
	4	days @ QR	32.26		129			
<u>FOOD ALLOWANCE</u>								
From	1-May-24	to	4-May-24					
	4.00	days @ QR	9.68		39			
LEAVE SALARY								
<u>BASIC SALARY</u>								
From	3-Oct-22	to	3-Mar-24					
(517 x 21) / 344 =	31.56	days @ QR	31.56 days	33.33	1,052			
<u>AIR TICKET</u>								
Amount of air fare								
Doha-Kathmandu-Doha		Economy Class			2,220			
SELF								
Full Fare QR. 2220								
NET TOTAL								
(Qrs.Three Thousand Four Hundred Forty Only)								
Prepared by 	23/04/24	Verified by 	23/04/24	Verified by 	23/04/24			
M. Ishtiaq Accountant		Anwar Qazi Manager HR & Admin		Fahad Ahmad Asst. Manager - Finance				
				28 APR 2024	Sameer Mohammed Sr. Finance Manager			
					Approved by 			
Name	MAJIBUL NADAF							
Signature								
Date	23/04/24							

I, the undersigned Majibul Nadaf declare that I have received with thanks from Umm Said Bakery all my dues relating to salary and leave salary totaling QR.3,440 (Qrs.Three Thousand Four Hundred Forty 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 MAJIBUL NADAF

Signature

Date 23/04/24



Leave Requisition Form

Part 1 (To be filled by Employee)		Date of Initiation: 07-04-2024
Full Name : MAJIBUL NADAF		
Job Title : Labour	Employee Code : 6963	
Department : Production	Business Unit : United Bakeries	
Leave Type		
<input checked="" type="checkbox"/> Annual [] <input type="checkbox"/> Encashment [] <input type="checkbox"/> Leave Without Pay [] <input checked="" type="checkbox"/> Leave With Pay []		
Leave Information		
Leave From: 05.05.24	Leave up to: 18.06.24	No of Days: 45 Return to duty date: 19.06.24
Contact Details while on vacation		
Telephone No. :	Mobile No. : 9815870195	
Address: Huws O6 Parbat, Nepal	Email ID :	
Backup employee during leave period based on discussion with Dept. Head:  2 APR 2024 RECEIVED <i>[Handwritten signature]</i>	Signature of backup employee: <i>[Handwritten signature]</i>	
Part 2 (Department Approval – to be filled by Department Head) Remarks (if any): <i>[Handwritten signature]</i>		
<i>[Handwritten signature]</i>		Date: 05-04-2024
Part 3 (Leave Eligibility – to be filled by HR)		
DOJ: 3/10/22	Total leave taken: No Vacation Since DOJ.	
Passport Expiry: 11/6/22	QID Expiry: 2/10/24	
Leave Passage & Dependent Details: From 3/10/22 To 3/3/24 - 31.56 days Doha - Kathmandu - Doha Economy Class Air Ticket for self.		
Unit – HR & Admin <i>[Handwritten signature]</i> 21/4/24		
Part 4 (Final Approval – to be filled by CEO/GM/VP)		
No of Days :	Signature :	Date :

State of Qatar
Residency Permit



دُوَّلَةُ قَطَر
رخصة إقامة

No: 29752418645 | الرقم الشخصي:
O.B.: 23/10/1997 | تاريخ الميلاد:
Expiry: 02/10/2024 | الصلاحية:
Nationality: NEPAL | الجنسية:
Occupation: عامل | المهنة:
Name: مجيبول ناداف | الاسم:



Name: MAJIBUL NADAF

Passport Number:	10423341 رقم جواز السفر:
Passport Expiry:	11/06/2027 تاريخ انتهاء الجواز:
Serial No:	30329752418645 السرقة:
Residency Type:	عمل نوع الرخصة:
Employer:	مختار اسمعيل المستلم:
مدير عام الادارة العامة للجوازات General Director of the General Directorate of Passports	

