



بنك دخان
DUKHAN BANK

Main Branch

شركات
Corporate

رقم الشيك
Cheque No. 00009616

Date 27-Apr-2023 التاريخ

Pay to the order of **** PREMLAL BK LAXI KAMI BK ****
or bearer

إدفعوا لأمر
أو لحامله

Amount **** ONE THOUSAND ONE HUNDRED NINE ONLY ****
in words

المبلغ
بالحروف

رق.
Q.R

1,109.00

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

⑈00009616⑈01:6340200151⑈00000100000792506⑈

Ummsaid Bakery Qatar

Al Meena Street

P.O Box 1444 Doha Qatar

E-mail: info@qbake.qa

كيوبيك
Qbake

Payment Advice

Payment Date : 27.04.2023

Document Number : 2360000380

GL Account :

Payee Name :

Exchange rate :

Remarks : LE PREMLAL B K #5368

Payment Method :

Ref.Document.no	Document Date	Document Amount	Other Deduction	Net Amount	Curr
00009616	27.04.2023	1,109.00	0.00	1,109.00	QAR
		1,109.00	0.00	1,109.00	QAR

Payment Detail(s)

Bank's Name / A/c No.	Cheque Number	Instrument Date	Amount	Currency
DUKHAN BANK	00009616	27.04.2023	1,109.00	QAR
100000792506		Total :	1,109.00	QAR

Amount in words : Qatari Riyal One Thousand One Hundred Nine Only

Kindly acknowledge the receipt

Thanking You

Prepared By

7

Verified By

[Signature]

Authorized By

[Signature]

Receiver's Signature

Document Date/Time:27.04.2023/10:19:17

29 APR 2023

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: 26-10-22 To 16-04-23			
LEAVE ENCASHMENT	USB	OF Mr.PREMLAL B K	104683 - 5368
UPTO		16-Apr-23	
DEPARTMENT		Production	
DESIGNATION		Labour	



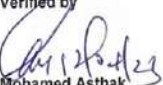


Basic salary	QR	1,000
HRA	QR	-
Transport Allowance	QR	-
Telephone Allowance	QR	-
Cost of Living Allowance	QR	-
Food Allowance	QR	300
Other Allowance	QR	-
Total Package	QR	1,300
Service Duration	4 Years 11 Months 22 Days	
Leave Category	21	
Appointment date	25-Apr-18	
Joining/Rejoining/Encashment date	26-Oct-22	
Payment Type	d-Pay Card	

LEAVE ALLOWANCE			
From	26-Oct-22	to	16-Apr-23
(172 x 21) / 344 =	10.50	days @ Qr	33.33
			350

HOUSE RENT ALLOWANCE			
From	26-Oct-22	to	16-Apr-23
	10.50	days @ Qr	-
			0

AIR TICKET PRORATA BASIS			
Amount of air fare			759
Doha-Kathmandu-Doha	Economy Class		
Self			
Full Fare QR. 2280			
NET TOTAL			1,109

(Qrs.One Thousand One Hundred Nine Only)

Prepared by  Anwar Qazi Accountant	Verified by  Anwar Qazi Manager HR & Admin	Verified by  Mohamed Asthak Chief Accountant	Verified by  Sameer Mohammed Sr. Finance Manager	Approved by  Sameer Mohammed General Manager
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I, the undersigned Premlal B K declare that I have received with thanks from Ummsaid Bakery all my dues relating to salary and leave salary totaling Qr.1,109(Qrs.One Thousand One Hundred Nine 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	PREMLAL B K
Signature	_____
Date	_____

State Of Qatar
Residency Permit



دولة قطر
رخصة إقامة

ID.No: 29052444963 الرقم الشخصي:
D.O.B.: 04/07/1990 تاريخ الميلاد:
Expiry: 22/04/2023 الصلاحية:
Nationality: NEPAL الجنسية:
Occupation: عامل المهنة:



الاسم: بريملال بي كي لأكسي كامبي بي كي

Name: PREMLAL BK LAXI KAMI BK

Passport Number: 10542012 رقم جواز السفر:
Passport Expiry: 09/09/2027 تاريخ انتهاء الجواز:
Serial No: 30429052444963 الرقم المسلسل:
Residency Type: عمل نوع الرخصة:
Employer: شركة مطاحن النقيق القطرية المتقدم:

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

توقيع حامل البطاقة
Holder's signature




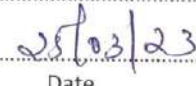
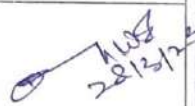

PREM





شركة زاء القابضة
Zad Holding Company

Leave Requisition Form

Part 1 (To be filled by Employee)		Date of Initiation:	
Full Name : <u>Premal B.K.</u>			
Job Title : <u>Helper</u>	Employee Code : <u>5368</u>		
Department : <u>Production</u>	Business Unit : <u>Ummsaid Bakery</u>		
Leave Type			
Annual []	Encashment <input checked="" type="checkbox"/>	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:	
			
Part 2 (Department Approval – to be filled by Department Head)			
Remarks (if any):			
			
Signature of Department Head		Date	
Part 3 (Leave Eligibility – to be filled by HR)			
DOJ : <u>25/4/18</u>		Total leave taken :	
Passport Expiry : <u>-</u>		QID Expiry : <u>-</u>	
Leave Passage & Dependent Details:			
<u>From 26/10/22 To 16/4/23 - 10.50</u> <u>Doha - Kathmandu - 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 :	Signature : 	Date : <u>29.3.23</u>	