



بنك دخان
DUKHAN BANK

SECURITY PRINTING PRESS

Main Branch

شركات
Corporate

رقم الشيك
Cheque No. 00009627

01-May-2023

التاريخ

Date _____

Pay to the order of ** KUMAR PATHAK **
or bearer

إدفعوا لأمر
أو لحامله

Amount ** THREE THOUSAND TWO HUNDRED EIGHTY ONLY **
in words

المبلغ
بالدرروف

ل.ق.
Q.R.

3,280.00

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

00009627 016340200150 00000100000792506

Ummsaid Bakery Qatar
 Al Meena Street
 P.O Box 1444 Doha Qatar
 E-mail: info@qbake.qa



Payment Advice			Payment Date : 01.05.2023		
Document Number : 2360000391 GL Account : Payee Name : Exchange rate : Remarks : LE KUMAR PATHAK#2534 Payment Method :					
Ref.Document.no	Document Date	Document Amount	Other Deduction	Net Amount	Curr
00009627	01.05.2023	3,280.00	0.00	3,280.00	QAR
		3,280.00	0.00	3,280.00	QAR
Payment Detail(s)					
Bank's Name / A/c No.	Cheque Number	Instrument Date	Amount	Currency	
DUKHAN BANK	00009627	01.05.2023	3,280.00	QAR	
100000792506		Total :	3,280.00	QAR	
Amount in words : Qatari Riyal Three Thousand Two Hundred Eighty Only					
Kindly acknowledge the receipt Thanking You					
Prepared By	Verified By			Authorized By	
#				 Receiver's Signature	
Document Date/Time:02.05.2023/10:31:42					

Ummsaid Bakery

(A subsidiary of Zad Holding Company Q.P.S.C)

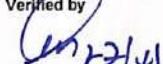
كوبك
Qbake

مخبر مسعود

(المملوک لشركة زاد القابضة ش.م.ق.ع.)

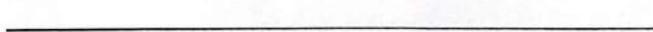
Service Period From: 12-05-22 To 12-04-23		
LEAVE ENCASHMENT	USB	OF Mr.KUMAR PATHAK
UPTO		12-Apr-23 100710 - 2534
DEPARTMENT		Production
DESIGNATION		Operator

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	100
Total Package	QR	1,400
Service Duration	13 Years 11 Months 0 Days	
Leave Category	30	
Appointment date	12-May-09	
Joining/Rejoining/Encashment date	12-May-22	
Payment Type	d-Pay Card	

LEAVE ALLOWANCE			QR	
From 12-May-22	to		12-Apr-23	
(335 x 30) / 335 =	30.00 days @ QR	33.33	1,000	
30.00				
HOUSE RENT ALLOWANCE				
From 12-May-22	to		12-Apr-23	
30.00	days @ QR		0	
AIR TICKET				
Amount of air fare			2,280	
Doha-Kathmandu-Doha	Economy Class			
Self				
Full Fare QR. 2280				
NET TOTAL			3,280	
(Qrs.Three Thousand Two Hundred Eighty Only)				
Prepared by	Verified by	Verified by	Approved by	
 Mursandeen Accountant	 26/4/23 Anwar Qazi Manager HR & Admin	 21/4/23 Mohamed Asthak Chief Accountant	 03 MAY 2023 Sameer Mohammed Sr. Finance Manager	 25/4/23 Sabeen Bhat General Manager

I, the undersigned Kumar Pathak declare that I have received with thanks from Ummsaid Bakery all my dues relating to salary and leave salary totaling Qr.3,280(Qrs.Three Thousand Two Hundred Eighty Only) vide Cheque No. 9623.....

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	KUMAR PATHAK
Signature	
Date	

**State Of Qatar
Residency Permit**



دوله قطر رخصه إقامة

ID.No:	27852419073	الرقم الشخصي:	
D.O.B.:	06/12/1978	تاريخ الميلاد:	
Expiry:	10/05/2023	الصلاحية:	
	نيبال	الجنسية:	
Nationality:	NEPAL		
Occupation:	عمل	المهنة:	
		الاسم:	كومار پاتهاك

Name: KUMAR PATHAK

Passport Number:	09027721	رقم جواز السفر:
Passport Expiry:	27/07/2025	تاريخ انتهاء الجواز:
Serial No.:	31527852419073	الرقم المنسق:
Residency Type:	عمل	نوع الرخصة:
Employer:	شركة زاد القابضة (م.م.ق)	المستقل:

مدير علم الادارة العامة للجوازات
General Director of the General Directorate of Passports

توقيع حامل البطاقة
Holder's signature

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ZAD HUMAN RESOURCES



شركة زاد القابضة
Zad Holding Company

Leave Requisition Form

Part 1 (To be filled by Employee)

Date of Initiation: 12/04/23

Full Name	Kumar Pathak		
Job Title	Opelotot	Employee Code	2534
Department	Production	Business Unit	Ummsaid Bakery

Leave Type

Annual [] Encashment [✓] Leave Without Pay [] Leave With Pay []

Leave Information

Leave From:	Leave up to :	No of Days :	Return to duty date:
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Contact Details while on vacation

Telephone No. :	Mobile No. :
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Address :	Email ID :
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Backup employee during leave period based on discussion with Dept. Head:



Signature of Employee

Part 2 (Department Approval – to be filled by Department Head)

Remarks (if any):

13/04/23

Signature of Department Head

Date

Part 3 (Leave Eligibility – to be filled by HR)

DOJ : 12/5/9	Total leave taken :
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Passport Expiry :-	QID Expiry :-
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Leave Passage & Dependent Details:

From 12/5/22 To 12/4/23 - 30

Doha - Kathmandu - Doha

Economy class Air Ticket for sub.

16/4/23

Unit - HR & Admin

Part 4 (Final Approval – to be filled by CEO/GM/VP)

No of Days :	Signature :	Date : 17/4/23
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