



بنك دخان
DUKHAN BANK

Main Branch

شركات
Corporate

رقم الشيك
Cheque No.
00009837

09-Aug-2023

التاريخ

Date _____

SECURITY PRINTING PRESS

Pay to the order of ** MAHAMD TAHIR **

إدفعوا لأمر
أو لحامله

or bearer

Amount ** THREE THOUSAND NINE HUNDRED FORTY EIGHT ONLY
in words

المبلغ
بالدرر
L.Q.
Q.R.

3,948.00

**

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

000098370163402001500000100000792506

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



Payment Advice

Payment Date : 09.08.2023

Document Number : 2334027968

Supplier code :102449

MAHAMD TAHIR

Doha

QA -

Dear Sir / Madam,

Exchange rate :

Remarks : L.S - MAHAMD TAHIR#3999

Payment Method :

Ref.Document.no	Document Date	Document Amount	Other Deduction	Net Amount	Curr
00009837	09.08.2023	3,948.00-	0.00	3,948.00-	QAR
		3,948.00	0.00	3,948.00	QAR

Payment Detail(s)

Bank's Name / A/c No.	Cheque Number	Instrument Date	Amount	Currency
DUKHAN BANK	00009837	09.08.2023	3,948.00	QAR
100000792506		Total :	3,948.00	QAR

Amount in words : Qatari Riyal Three Thousand Nine Hundred Forty-Eight Only

Kindly acknowledge the receipt

Thanking You

Prepared By

Verified By

Authorized By

Receiver's Signature

Document Date/Time:09.08.2023/12:17:34

Ummsaid Bakery

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

كيوبيك
Qbake

مخبر مسعود

(مملوك لشركة زاد القابضة ش.م.ق.ع.)

		Service Period From: 10-11-14 To 21-08-23							
102449 - 3999	LEAVE SETTLEMENT OF Mr.	USB	MAHAMD TAHIR						
TO BE RECEIVED ON	21-Aug-23	Basic Salary	QR	1,000					
DEPARTMENT	Production	HRA	QR	-					
DESIGNATION	Operator	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	8 Years 1 Months 9 Days						
		Leave Category		30					
		Appointment date		10-Nov-14					
		Joining/Rejoining/Encashment date		9-Nov-21					
		Payment Type		d-Pay Card					
SALARY									
BASIC SALARY									
From	1-Aug-23	to	21-Aug-23						
	21	days @ QR	32.26	677					
OTHER ALLOWANCE									
From	1-Aug-23	to	21-Aug-23						
	21	days @ QR	3.23	68					
FOOD ALLOWANCE									
From	1-Aug-23	to	21-Aug-23						
	21.00	days @ QR	9.68	203					
LEAVE SALARY									
BASIC SALARY									
From	9-Nov-21	to	19-Dec-22						
(335 x 30) / 335 =	30.00	30.00 days	33.33	1,000					
AIR TICKET									
Amount of air fare									
Doha-Kathmandu-Doha		Economy Class							
SELF									
Full Fare QR. 2000				2,000					
NET TOTAL				3,948					
(Qrs.Three Thousand Nine Hundred Forty Eight Only)									
	Prepared by Jerrish Sr. Accountant		Verified by Anwar Qazi Manager HR & Admin		Verified by Mohamed Asthak Chief Accountant		Verified by Sameer Mohammed Sr. Finance Manager		Approved by Sabreen Rana General Manager
I, the undersigned Mahamd Tahir declare that I have received with thanks from Ummsaid Bakery all my dues relating to salary and leave salary totaling QR.3,948 (Qrs.Three Thousand Nine Hundred Forty Eight 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	MAHAMD TAHIR								
Signature									
Date	14/08/23								

2023
10/09

Leave Requisition Form

Part 1 (To be filled by Employee)

Date of Initiation: 29/07/23

Full Name	Mohamed Tahir		
Job Title	Labour	Employee Code	3999
Department	Production	Business Unit	Ummagai Bakery.

Leave Type

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

Leave From: 22/08/23	Leave up to: 12/10/23	No of Days: 52	Return to duty date: 13/10/23
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Contact Details while on vacation

Telephone No.:	Mobile No.: +9779819903282
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Address:	Email ID:
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Backup employee during leave period based on discussion with Dept. Head:	Signature of backup employee: 3705 # Sam Kumari Rai
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Part 2 (Department Approval – to be filled by Department Head)

Remarks (if any):

Signature of Department Head

29-7-2023

Date

Part 3 (Leave Eligibility – to be filled by HR) *Flight was delayed from vacation by 20 days.*

DOJ: 10/11/14

Total leave taken:

Passport Expiry: 01/12/25

QID Expiry: 09/11/23

Leave Passage & Dependent Details:

*From 09/11/21 To 19/12/22 - 30**Doha-Kathmandu-Doha**Economy Class Air Ticket present.*

Unit – HR & Admin

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

No of Days:

52

Signature:

Date:

10/09

**State Of Qatar
Residency Permit**

**دولة قطر
رخصة إقامة**



ID.No: 28852413809 الرقم الشخصي:

D.O.B.: 06/11/1988 تاريخ الميلاد:

Expiry: 09/11/2022 الصلاحية:

نepal الجنسية:

Nationality: NEPAL

Occupation: عامل المهنّة:

الاسم: محمد طاهر



Name: MAHAMD TAHIR

Passport Number: 09371913 رقم جواز السفر:

Passport Expiry: 08/12/2025 تاريخ انتهاء الجواز:

Serial No: 31028852413809 الرقم المعمّل:

Residency Type: عمل نوع الرخصة:

Employer: شركه مطاحن النقيق القطرية المستخدم:

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

توقيع حامل البطاقة
Holder's signature

