



بنك دخان
DUKHAN BANK

SECURITY PRINTING PRESS

Main Branch

شركات
Corporate

رقم الشيك
Cheque No.
00007909

25-Jan-2023

التاريخ

Pay to the order of
or bearer

** ISRAFIL MIYA **

إدفعوا لأمر
أو لحامله

Amount ** THREE THOUSAND FIFTY TWO ONLY **
in words

المبلغ
بالدرر

ر.ق.
Q.R

3,052.00

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

000079090163402001500000100000792506

P.O Box
E-mail:



Payment Advice			Payment Date : 25.01.2023			
<p>Document Number : 2360000024 ISRAFIL&#160; TAJMUL MIYA Supplier code :105973 Doha QA - Dear Sir / Madam,</p> <p>Exchange rate : Remarks : LE ISRAFIL MIYA#6229 Payment Method :</p>						
Invoice Ref.	Invoice Date	Invoice Amount	Withhold Tax	Other Deduction	Net Amount	Curr
00007909	25.01.2023	3,052.00	0.00	0.00	3,052.00	QAR
		3,052.00	0.00	0.00	3,052.00	QAR
Payment Detail(s)						
Bank's Name / A/c No.	Cheque Number	Instrument Date	Amount		Currency	
	00007909	25.01.2023	3,052.00		QAR	
		Total :	3,052.00		QAR	
<p>Amount in words : THREE THOUSAND FIFTY-TWO ONLY Kindly acknowledge the receipt Thanking You</p>						
Authorized Signatory	Receiver's Signature					
Document Date/Time:25.01.2023/12:38:04						

Umm Said Bakery

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



مخبر مسعود

(مملوك لشركة زاد القابضة ش.م.ق.ع)

Service Period From: 08-08-21 To 07-01-23		
LEAVE ENCASHMENT	USB	OF Mr.ISRAFIL MIYA
UPTO		7-Jan-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	2 Years 11 Months 2 Days	
Leave Category	21	
Appointment date	5-Feb-20	
Joining/Rejoining/Encashment date	8-Aug-21	
Payment Type	d-Pay Card	

LEAVE ALLOWANCE

From	8-Aug-21	to	7-Jan-23	Or
(517 x 21) / 344 =	31.56	days @ Or	33.33	1,052

HOUSE RENT ALLOWANCE

From	8-Aug-21	to	7-Jan-23	
	31.56	days @ Or		0

AIR TICKET

Amount of air fare				
Doha-Kathmandu-Doha				
Self	Economy Class			2,000
Full Fare QR. 2000				

NET TOTAL

(Qrs.Three Thousand Fifty Two Only)

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

I, the undersigned Israfil Miya declare that I have received with thanks from Umm Said Bakery all my dues relating to salary and leave salary totaling Qr.3,052(Qrs.Three Thousand Fifty Two 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 ISRAFIL MIYA

Signature

Date



**State Of Qatar
Residency Permit**

دُوَّلَةُ قَطْرٍ
رِئَسَةُ الْأَمَّةِ

ID.No:	29552412443	الرقم الشخصي:	
D.O.B.:	24/06/1995	تاريخ الميلاد:	
Expiry:	04/02/2023	الصلاحية:	
	نبيل	الجنسية:	
Nationality:	NEPAL		
Occupation:	عامل	المهنة:	
			الاسم: اسرافيل ميس

Name: ISRAFIL MIYA

Passport Number:	07614321	رقم جواز المسفر:
Passport Expiry:	10/07/2024	تاريخ التهابه الجواز:
Serial No:	30629552412443	الرقم الممسلسل:
Residency Type:	عمل	نوع الرخصة:
Employer:	شركة مطاحن الدقيق القطري	المستقدم:
General Director of the General Directorate of Passports	مدير عام الادارة العامة للجوازات	توقيع حامل البطاقة
		Holder's signature

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

توقيع حامل البطاقة
Holder's signature

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HIGHER



ZAD HUMAN RESOURCES



شركة زاد القابضة
Zad Holding Company

Leave Requisition Form

Part 1 (To be filled by Employee)

Date of Initiation: 04/01/23

Full Name : Israfil Miya	Employee Code : 6229
Job Title : Labour	Business Unit : Ummsaid Bakery
Department : Production	

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 backup employee:



Israfil miya
Signature of Employee

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

Remarks (if any):

Signature of Department Head

5-1-2023

Date

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

DOJ : 05/02/20	Total leave taken :
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Passport Expiry : -	QID Expiry : -
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Leave Passage & Dependent Details:

From 08/03/21 To 07/01/23 - 31.56

Doha - Kathmandu - Doha

Economy class Air Ticket for Govt.

Amna
10/1/23

Unit – HR & Admin

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

No of Days :	Signature :	Date : 17/1/23
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