



بنك دخان
DUKHAN BANK

Main Branch

شركات
Corporate

رقم الشيك
Cheque No. 00009913

17-Dec-2023

Date التاريخ

Pay to the order of **** MITHUN MANDAL ****
or bearer

إدفعوا لأمر
أو لحامله

Amount **** FOUR THOUSAND FORTY EIGHT ONLY ****
in words

المبلغ
بالحروف

رق
Q.R

4,048.00

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

⑈00009913⑈01:634020015⑈00000100000792506⑈

PAYMENT ADVICE

Ummsaid Bakery Qatar

Al Meena Street

P.O. BOX: 1444 Doha Qatar

Email info@qbake.qa



PAYEE NAME : MITHUN MANDAL

102796

MITHUN MANDAL

Doha-Doha

Paym Date: 17.12.2023

Doc.No: 2334044522

Payment Method :

Exch.rate:

Remarks:

Ref. Doc. No	Posting Date	DC Type	Sup. Doc. No	Sup. Doc. Date	Currency	Doc Amount	Adjustment	Pay. Amount
2333002627	17.12.2023	KR	00009913	17.12.2023	QAR	4,048.00		4,048.
Total						4,048.00	0.00	4,048.

Bank Name	AC No.	Cheque No	Cheque Date	Currency	Amount	Remarks
DUKHAN BANK	100000792506	00009913	Dec 17, 2023	QAR	4,048.00	

Amount in Words : Qatari Riyal Four Thousand Forty-Eight Only


Created


Verified


Authorised

Receiver's Details

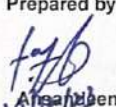
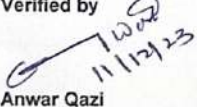
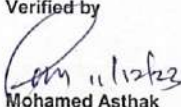


Kindly Acknowledge the receipts

Name :

Signature :

Payment Request Approvals

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

		Service Period From: 31-03-15 To 25-12-23	
102796 - 4177	LEAVE SETTLEMENT OF Mr.	USB	MITHUN MANDAL
TO BE RECEIVED ON	25-Dec-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	7 Years 11 Months -2 Days
		Leave Category	30
		Appointment date	31-Mar-15
		Joining/Rejoining/Encashment date	31-Mar-22
		Payment Type	d-Pay Card
SALARY			
BASIC SALARY			
From	1-Dec-23	to	25-Dec-23
	25	days @ Qr	32.26
			806
FOOD ALLOWANCE			
From	1-Dec-23	to	25-Dec-23
	25.00	days @ Qr	9.68
			242
LEAVE SALARY			
BASIC SALARY			
From	31-Mar-22	to	1-Mar-23
(335 x 30) / 335 =	30.00	days @ Qr	33.33
		30.00 days	1,000
AIR TICKET			
Amount of air fare			
Doha-Kathmandu-Doha		Economy Class	
SELF			
Full Fare QR. 2000		2,000	
NET TOTAL			4,048
(Qrs.Four Thousand Forty Eight Only)			
Prepared by	Verified by	Verified by	Approved by
 Anwar Qazi Accountant	 Anwar Qazi Manager HR & Admin	 Mohamed Asthak Chief Accountant	 Sameer Mohammed Sr. Finance Manager
			 Sameer Mohammed General Manager
<p>I, the undersigned Mithun Mandal declare that I have received with thanks from Ummsaid Bakery all my dues relating to salary and leave salary totaling Qr.4,048(Qrs.Four Thousand Forty Eight Only) vide Cheque No.</p> <p>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.</p>			
<p>Name MITHUN MANDAL</p> <p>Signature _____</p> <p>Date _____</p>			

Leave Requisition Form

Part 1 (To be filled by Employee)

Date of Initiation:

Full Name : Mithun xandalJob Title : LabourEmployee Code : 4177Department : ProductionBusiness Unit : Ummsaid Bakery

Leave Type

Annual ☒Encashment ☐Leave Without Pay ☐Leave With Pay ☐

Leave Information

Leave From: 26-12-23Leave up to: 25-1-24No of Days: 30Return to duty date: 26-1-24

Contact Details while on vacation

Telephone No. : 77382582 (Qatar)Mobile No. : 00977-9815930673

Address :

Email ID :

Backup employee during leave period based on discussion with Dept. Head:

Signature of backup employee:

5265 (Khemraj) SharmaKhemraj

Handy
05-12-23

Mithun

Signature of Employee

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

Remarks (if any):

Signature of Department Head

Date

7/12/23

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

DOJ: 31/3/15Total leave taken: 62 days in 22Passport Expiry: 13/9/24QID Expiry: 29/3/24

Leave Passage & Dependent Details:

From 31/3/22 To 1/3/23 - 30 daysDoha - Kuthmandu - DohaEconomy Class Air Ticket for self.

Unit – HR & Admin

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

No of Days: 30Signature: [Signature]Date: 10/12/23

State Of Qatar
Residency Permit



دولة قطر
رخصة إقامة

ID.No: 29152429822 الرقم الشخصي:
D.O.B.: 21/11/1991 تاريخ الميلاد:
Expiry: 28/03/2023 الصلاحية:

نيپال

الجنسية:

Nationality: NEPAL

Occupation: عامل

المهنة:

الاسم: ميتھون مانڊال



Name: MITHUN MANDAL

Passport Number: 07854407
Passport Expiry: 13/09/2024
Serial No: 30729152429822
Residency Type: عمل
Employer: شركة ارزاق للتسويق

رقم جواز السفر:
تاريخ انتهاء الجواز:
الرقم المسلسل:
نوع الرخصة:
المستقدم:

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

توقيع حامل البطاقة
Holder's signature

mithun

