



بنك دخان  
DUKHAN BANK

SECURITY PRINTING PRESS

Main Branch

شركات  
Corporate

رقم الشيك  
Cheque No. 00009947

05-Feb-2024

التاريخ

Date \_\_\_\_\_

\*\* ANIL KUMAR YADAV \*\*

Pay to the order of  
or bearer

إدفعوا لأمر  
أو لحامله

Amount \*\* FOUR THOUSAND THREE HUNDRED FIFTY ONLY \*\*

المبلغ  
بالحرروف

رقم  
QR

4,350.00

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 حتم أسفل الخط

00009947063402001500000100000792506

## PAYMENT ADVICE

Umm said Bakery Qatar

Al Meena Street

P.O. BOX: 1444 Doha Qatar

Email info@qbake.qa



PAYEE NAME : ANIL KUMAR YADAV

106884

Anil Kumar Yadav

Doha-Doha

Paym Date:

Doc.No: 2434004474

Payment Method :

Exch.rate:

Remarks: LS ANIL KUMAR#6788

Ref. Doc. No	Posting Date	DC Type	Sup. Doc. No	Sup. Doc. Date	Currency	Doc Amount	Adjustment	Pay. Amount
2433000054	05.02.2024	KR	00009947	05.02.2024	QAR	4,350.00		4,350.
<b>Total</b>					QAR	4,350.00	0.00	4,350.

Bank Name	A/C No.	Cheque No	Cheque Date	Currency	Amount	Remarks
DUKHAN BANK	100000792506	00009947	05.02.2024	QAR	4,350.00	

Amount in Words : Qatari Riyal Four Thousand Three Hundred Fifty 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: 15-06-22 To 16-02-24		
106884 - 6788	LEAVE SETTLEMENT OF Mr.	USB	ANIL KUMAR YADAV	
TO BE RECEIVED ON	16-Feb-24	Basic Salary	QR	1,000
DEPARTMENT	Production	HRA	QR	-
DESIGNATION	Labour	Transport Allowance	QR	-
		Telephone Allowance	QR	-
		Cost of Living Allowance	QR	-
		Food Allowance	QR	300
		Other Allowance	QR	-
		<b>Total Package</b>	QR	1,300
		Service Duration	1 Years 4 Months 30 Days	
		Leave Category	21	
		Appointment date	15-Jun-22	
		Joining/Rejoining/Encashment date	15-Jun-22	
		Payment Type	d-Pay Card	
<b>SALARY</b>				
<b>BASIC SALARY</b>				
From	1-Feb-24	to	16-Feb-24	
	16	days @ QR	34.48	
<b>FOOD ALLOWANCE</b>				
From	1-Feb-24	to	16-Feb-24	
	16.00	days @ QR	10.34	
<b>LEAVE SALARY</b>				
<b>BASIC SALARY</b>				
From	15-Jun-22	to	14-Nov-23	
( 517 x 21 ) / 344 =	31.56	days @ QR	31.56 days 33.33	
<b>AIR TICKET</b>				
Amount of air fare				
Doha-Kathmandu-Doha	Economy Class			
SELF				
Full Fare QR. 2580				
<b>NET TOTAL</b>				
( Qrs.Four Thousand Three Hundred Fifty Only )				
Prepared by  Anis Deen Accountant	Verified by  Anwar Qazi Manager HR & Admin	Verified by  Mohamed Asthak Chief Accountant	Verified by  Sameer Mohammed Sr. Finance Manager	Approved by  Saqib Bhai General Manager
<p>I, the undersigned Anil Kumar Yadav declare that I have received with thanks from Ummsaid Bakery all my dues relating to salary and leave salary totaling Qr.4,350 (Qrs.Four Thousand Three Hundred Fifty 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>				
Name	ANIL KUMAR YADAV			
Signature				
Date				

### Leave Requisition Form

**Part 1 (To be filled by Employee)**

Date of Initiation: 28/12/2023

Full Name : Anil Yadav

Job Title : Labour

Employee Code : 6788

Department : Production

Business Unit : United Bakeries

**Leave Type**

Annual [V]

Encashment [ ]

Leave Without Pay [ ]

Leave With Pay [ ]

**Leave Information**

Leave From: 17.02.2024 / Leave up to: 01.04.2024 / No of Days: 45 / Return to duty date: 02.04.24

**Contact Details while on vacation**

Telephone No. :

Mobile No. : +9779807818197

Sarlahi, Barthwa, Nepal

Email ID :

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

Signature of backup employee:

Baber Sheeheen - 6878




Signature of 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 : 15/6/22

Total leave taken : No Vacation Since DOJ.

Passport Expiry : 2/1/29

QID Expiry : 13/6/24

Leave Passage &amp; Dependent Details:

From 15/6/22 To 14/11/23 - 31.50 days

Doha - Kathmandu - Doha

Economy class Air Ticket for Self.



Unit – HR &amp; Admin

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

No of Days :


  
45

Signature:

Date : 1.1.24

State Of Qatar  
Residency Permit



دولة قطر  
رخصة إقامة

ID.No: 29952414253      الرقم الشخصي:

D.O.B.: 27/11/1999      تاريخ الميلاد:

Expiry: 13/06/2024      الصلاحية:

نيبال      الجنسية:

Nationality: NEPAL

Occupation: عامل      المهمة:



الاسم: انيل كومار يادو

Name: ANIL KUMAR YADAV

Passport Number: 11243409      رقم جواز السفر:

Passport Expiry: 02/01/2029      تاريخ انتهاء الجواز:

Serial No: 30129952414253      الرقم الممدد:

Residency Type: عمل      نوع الرخصة:

Employer: الشركة القطرية للصناعات الغذائية ( فودكو )      المستقدم:

مدير عام الادارة العامة للجوازات

General Director of the General Directorate of Passports

توقيع حامل البطاقة

Holder's signature

