



بنك دخان
DUKHAN BANK

Main Branch

شركات
Corporate

رقم الشيك
Cheque No. 00009887

Date 25-Oct-2023 التاريخ

Pay to the order of or bearer ** MUHAMMAD HABEEB THALANAR THODUKA **

إدفعوا لأمر
أو لحامله

Amount in words ** TEN THOUSAND TWO HUNDRED EIGHTY SEVEN ONLY **
المبلغ بالحروف

رق
Q.R

10,287.00

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

⑈00009887⑈01:6340200151⑈00000100000792506⑈

PAYMENT ADVICE

Ummsaid Bakery Qatar

Al Meena Street

P.O. BOX: 1444 Doha Qatar

Email info@qbake.qa



MUHAMMAD HABEEB THALANAR THODUKA

106243

Doha-Doha

Paym Date: 25.10.2023

Doc.No: 2334037826

Payment Method :

Exch.rate:

Remarks: FF MUHAMMED HABEEB#6409

| Inv.Ref.No | Inv.Date | DC Type | Currency | Inv Amount | Deduction | Net Amount | Sup. Doc. Ref | Sup. Doc. Date |
|------------|------------|---------|----------|------------|-----------|------------|---------------|----------------|
| 2333002289 | 25.10.2023 | KR | QAR | 10,287.00 | 0 | 10,287.00 | 00009887 | 25.10.2023 |
| Total | | | | 10,287.00 | 0 | 10,287.00 | | |

| Bank's Name | A/C NO | Instr. No | Instr. Date | Currency | Amount | Remarks |
|-------------|--------------|-----------|-------------|----------|-----------|---------|
| DUKHAN BANK | 100000792506 | 00009887 | 25.10.2023 | QAR | 10,287.00 | |

Amount in Words : Qatari Riyal Ten Thousand Two Hundred Eighty-Seven Only

| Authorized Signatory | Recevier's Details |
|----------------------|--------------------|
| | |


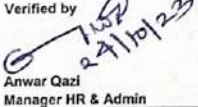
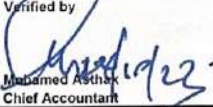
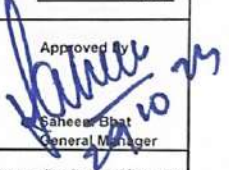
Payment Request Approvals

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

25.10.2023

10:38:37 AM

Page of 1

| Service Period From: 29-04-21 To 26-10-23 | | | |
|---|---|---|---|
| FULL AND FINAL SETTLEMENT OF Mr. | | MUHAMMAD HABEEB THALANAR THODUKA | |
| TO BE RECEIVED ON | | 26-Oct-23 106243 - 6409 | |
| DEPARTMENT | | Sales | |
| DESIGNATION | | Van Salesman | |
| <div style="display: flex; justify-content: space-between;"> <div> Basic Salary HRA Transport Allowance Telephone Allowance Cost of Living Allowance Food Allowance Other Allowance Total Package Service Duration Leave Category Appointment date Joining/Rejoining/Encashment date Payment Type </div> <div> QR 1,500 QR - QR - QR - QR - QR - QR 1,500 2 Years 5 Months 27 Days 21 29-Apr-21 29-Oct-22 d-Pay Card </div> </div> | | | |
| SALARY | | | |
| BASIC SALARY | | | |
| From | 1-Oct-23 | to | 26-Oct-23 |
| | 26 | days @ Qr | 48 39 1,258 |
| OVERTIME & COMMISSION | | | |
| OVERTIME | Hours | Amount | |
| | Sep-23 Oct-23 | Sep-23 Oct-23 | |
| Normal | 0 0 | 0.00 0.00 | |
| Holiday | 30 18 | 281.25 168.75 | 450 |
| COMMISSION | | | |
| Sep-23 | Oct-23 | | |
| 3050 | | *3,050 | |
| LEAVE SALARY | | | |
| BASIC SALARY | | | |
| From | 29-Oct-22 | to | 26-Oct-23 |
| (362 x 21) / 344 = | 22 10 | days @ Qr | 22 10 days 50 00 1,105 |
| AIR TICKET EXIT | | | |
| Amount of air fare DOHA-Mumbai SELF Full Fare QR. 1400 | | 1,400 | |
| END OF SERVICE BENEFITS | | | |
| From | 29-Apr-2021 | to | 26-Oct-2023 |
| (911 Days) | | | 3,024 |
| Less: Recovery on account of loan and advances paid for expenses as per attached working. | | | |
| Less: Unauthorized absenteeism 00 day in 2023. | | | |
| NET TOTAL | | | 10,287 |
| (Qrs.Ten Thousand Two Hundred Eighty Seven Only) | | | |
| Prepared by | Verified by | Verified by | Approved by |
|  Anwar Qazi Accountant |  Anwar Qazi Manager HR & Admin |  Sameer Mohammed Sr. Finance Manager |  Sameer Bhat General Manager |
| I, the undersigned Muhammad Habeeb Thalanar Thoduka declare that I have received with thanks from Ummsaid Bakery all my dues relating to salary, leave salary and end of service totaling Qr.10,287(Qrs.Ten Thousand Two Hundred Eighty Seven 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 MUHAMMAD HABEEB THALANAR THODUKA | | | |
| Signature _____ | | | |
| Date _____ | | | |

Ummsaid Bakery

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

**كيوبيك
Qbake**

مخبز مسعيد

(مملوك لشركة زاد القابضة ش.م.ق.ع.)



Ref: CHR/F3RA/23/116

Dated: 18th October 2023

To,

Mr. Muhammad Habeeb Thalanar Thoduka
Bakery Division
Van Salesman
Emp. Code: 6409



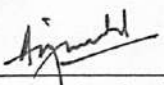
Subject : **ACCEPTANCE OF YOUR RESIGNATION**


Dear Muhammad Habeeb,

This refers to your resignation letter from the company's services.

The Management hereby accepts your resignation. You will be relieved from your responsibilities with effect from the closing hours of 26th October 2023.

You are requested to collect your final settlement after submitting the required internal clearance form to the Finance department.


Anjum Hussain Abedi
Senior Manager - HR & Admin


Saneem Ahmed Bhat
General Manager

CC:

- Sales department
- HR & Admin
- Finance department

Attachments: Internal clearance form.

Internal Clearance FormDate of Initiation: 18th October 2023

Full Name : Muhammad Habeeb Thalanar Thoduka

Job Title : Van Salesman

Employee Code : 6409

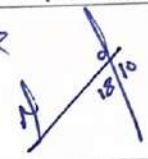

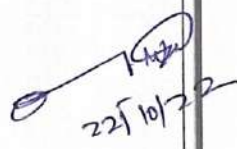


DOJ : 29th April 2021Last working day : 26th October 2023

Department : Sales

Business Unit : Ummsaid Bakery

Reporting to : Nishad Aboobackar

Date of leaving :

| Particulars | Condition Of Return | Recoveries If Any | Charge Taken By | Signature Of Head Of Department |
|--|---|-------------------|-----------------|---|
| DEPARTMENT <ul style="list-style-type: none"> Files/Register/Documents Manuals Tools Safety Equipment | | | SYED Amir |  |
| IT <ul style="list-style-type: none"> Computer / Laptop Flash Drive Email ID Deactivation Mobile Handset Sim Card Telephone ERP login | - | - | - | - |
| WORKSHOP <ul style="list-style-type: none"> Vehicle Traffic Violation | Good | - | Syed Amir. |  |
| PROCUREMENT <ul style="list-style-type: none"> Fuel tag | | | | |
| STORES | | | | |
| HR/ADMINISTRATION <ul style="list-style-type: none"> Company Accommodation Health Card Insurance Card Employee ID Card Legal Case | From 29/10/22 To 26/10/23 N / A Will not be renewed online N / A Will be canceled on LWD N / A | | |  22/10/22 |
| FINANCE <ul style="list-style-type: none"> Advance Company Loan Company Credit Card Any Other Bank Related <ul style="list-style-type: none"> Personal Loan Credit Card |  25/10/23 | | |  24/10/23 |

Signature (Employee): -

Unit - HR: - Anwar Qazi

| | Fare sheet for the Month of Oct 2023 | | | | | | | | |
|-----------------|--------------------------------------|--|------|------|-----|--|------|------|-----|
| ISLAMABAD | PAKISTAN | | 1000 | 850 | 240 | | 1980 | 1700 | 500 |
| KARACHI | PAKISTAN | | 1050 | 900 | 240 | | 1900 | 1680 | 480 |
| KATHMANDU | NEPAL | | 2100 | 1680 | 380 | | 3430 | 2770 | 620 |
| KANNUR | INDIA | | 1000 | 1000 | 300 | | 2100 | 2100 | 400 |
| KABUL | AFGANISTAN | | 1550 | 1230 | 260 | | 2980 | 2300 | 390 |
| KHARTOUM | SUDAN | | 2080 | 1720 | 380 | | 3450 | 2750 | 750 |
| KUALALUMPUR | MALAYSIA | | 2950 | 2300 | 350 | | 5050 | 4040 | 660 |
| KOLKOTTA | INDA | | 1500 | 1250 | 350 | | 2500 | 2050 | 510 |
| LAGOS | NIGERIA | | 2550 | 2000 | 460 | | 4400 | 3530 | 740 |
| LUKNOW | INDIA | | 1100 | 900 | 300 | | 2600 | 2100 | 510 |
| LAHORE | PAKISTAN | | 1000 | 880 | 230 | | 1800 | 1460 | 450 |
| MOGADISHU | SOMALIA | | 2260 | 1820 | 420 | | 3700 | 2900 | 680 |
| MUMBAI | INDIA | | 1400 | 1150 | 350 | | 2280 | 1900 | 510 |
| MANILA | PHILIPPINES | | 1850 | 1500 | 450 | | 2900 | 2350 | 650 |
| MADURAI | INDIA | | 1250 | 1000 | 200 | | 2450 | 2220 | 580 |
| MANGALORE | INDIA | | 1050 | 850 | 280 | | 2450 | 2220 | 580 |
| MUSCAT | OMAN | | 1300 | 1100 | 260 | | 2150 | 1740 | 480 |
| NAIROBI | KENYA | | 1850 | 1480 | 350 | | 3000 | 2460 | 560 |
| NAGPUR | INDIA | | 1400 | 1160 | 280 | | 2250 | 1800 | 480 |
| PUNE | INDIA | | 1220 | 1080 | 200 | | 2380 | 1900 | 450 |
| PATNA | INDIA | | 1050 | 850 | 280 | | 2450 | 2220 | 580 |
| PESHWAR | PAKISTAN | | 1000 | 880 | 230 | | 1800 | 1460 | 450 |
| SANAA | YEMEN | | | | | | | | |
| SRINAGAR | INDIA | | 1550 | 1350 | 230 | | 2550 | 2150 | 380 |
| TRICHY | INDIA | | 1300 | 1080 | 200 | | 2450 | 2020 | 340 |
| THRIVANTHAPURAM | INDIA | | 1400 | 1150 | 300 | | 2380 | 1980 | 500 |
| TUNIS | TUNISIA | | 2750 | 2160 | 480 | | 4250 | 3400 | 780 |
| VADODARA | INDIA | | 1220 | 1080 | 200 | | 2450 | 1940 | 440 |
| VARANASI | INDIA | | 1220 | 1080 | 200 | | 2450 | 1940 | 420 |

State

Residence Permit



دولة قطر
رخصة إقامة

ID.No: 27735630051

الرقم الشخصي:

D.O.B.: 05/04/1977

تاريخ الميلاد:

Expiry: 22/04/2023

الصلاحية:

الهند

الجنسية:

Nationality: INDIA

Occupation: مسلق

المهنة:

الاسم: محمد حبيب ثالانار ثودوكا



Name: MUHAMMAD HABEEB THALANAR THODUKA

Passport Number:

U9053235

رقم جواز السفر:

Passport Expiry:

24/01/2031

تاريخ انتهاء الجواز:

Serial No:

30127735630051

الرقم المسلسل:

Residency Type:

عمل

نوع الرخصة:

Employer:

مخبز امسيد

المستقدم:

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

توقيع حامل البطاقة

Holder's signature

