



Ref: CHR/F3RA/24/51

Dated: 28th July 2024

To,

Mr. Ashok Thakur
Bakery Division
Labour - Production
Emp. Code: 6665

Subject : **ACCEPTANCE OF YOUR RESIGNATION**

Dear Ashok,

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 15th August 2024.

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

Adnan Meerji
General Manager

CC:

- Production Department
- Finance department
- HR & Admin

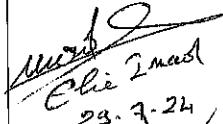
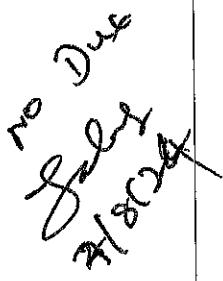


Attachments: Internal clearance form.



Internal Clearance Form

Date of Initiation: 28th July 2024

Full Name : Ashok Thakur Job Title : Labour Employee Code : 6665 DOJ : 29-Jan-2022 Last working day : 15-Aug-2024 Department : Production Business Unit : Ummsaid Bakery Reporting to : Date of leaving :				
Particulars	Condition Of Return	Recoveries If Any	Charge Taken By	Signature Of Head Of Department
DEPARTMENT				 23.7.24
IT • Computer / Laptop • Flash Drive • Email ID Deactivation • Mobile Handset • Sim Card • Telephone • ERP login				
WORKSHOP				
PROCUREMENT • Fuel tag				
STORES				
HR/ADMINISTRATION • Company Accommodation • Health Card • Insurance Card • Employee ID Card • Legal Case	NA Will not be renewed online NA Will be canceled online on LWD NA			 31/7/24
FINANCE • Advance • Company Loan • Company Credit Card • Any Other • Bank Related <ul style="list-style-type: none"> ○ Personal Loan ○ Credit Card 				

Signature (Employee): -

Unit - HR: - Anwar Qazi

Fare sheet for the Month of Aug 2024								
GOA	INDIA		1400	1150	300		3220	2650
HYDERABAD	INDIA		1550	1250	310		3150	2550
ISTANBUL	TURKEY		1750	1420	300		3020	2450
JAIPUR	INDIA		1600	1220	320		2770	2200
ISLAMABAD	PAKISTAN		1100	950	250		2750	2250
KARACHI	PAKISTAN		1150	1000	250		2350	1980
KATHMANDU	NEPAL		1180	920	280		1830	1540
KANNUR	INDIA		1280	1280	360		2600	2600
KABUL	AFGANISTAN		1550	1230	260		3700	3700
KHARTOUM	SUDAN		2080	1720	380		3450	2750
KUALALUMPUR	MALAYSIA		2950	2300	350		5050	4040
KOLKOTTA	INDIA		1530	1250	310		2800	2300
LAGOS	NIGERIA		2550	2000	460		4450	3600
LUKNOW	INDIA		1350	1140	300		2940	2480
LAHORE	PAKISTAN		1200	980	250		2320	2020
MOGADISHU	SOMALIA		2260	1820	420		4800	3950
MUMBAI	INDIA		1400	1150	350		2700	2220
MANILA	PHILIPPINES		1800	1480	350		3400	2780
MADURAI	INDIA		1400	1150	200		2900	2350
MANGALORE	INDIA		1400	1200	280		2850	2220
MUSCAT	OMAN		1350	1100	260		2450	2080
NAIROBI	KENYA		1850	1480	350		3600	2900
NAGPUR	INDIA		1450	1220	300		2800	2300
PUNE	INDIA		1520	1380	240		2850	2300
PATNA	INDIA		1620	1400	260		2800	2320
PESHWAR	PAKISTAN		1000	880	230		2300	2000
SANA'A	YEMEN							
SRINAGAR	INDIA		1550	1300	230		3150	2500
TEHRAN	IRAN		2480	2080	480		3600	2850
TRICHY	INDIA		1300	1080	200		2780	2220
THRIVANTHAPURAM	INDIA		1580	1280	300		2950	2420
TUNIS	TUNISIA		2560	2040	440		4700	3800
VADODARA	INDIA		1500	1220	240		2480	2060
VARANASI	INDIA		1480	1200	230		2820	2350

WB RL

UMMSAID BAKERY

Resigned employee Attendance & Overtime Sheets - Production Department

S/N	EMP CODE	EMP NAME	MONTH	1	2	3	4	F	5	6	7	8	9	10	11	F	12	13	14	15	16	17	18	P	20	21	22	23	24	25	P	27	28	29	30	31	TOTAL	NORMAL OT	HOLIDAY OT	TOTAL ABSENT	TOTAL HOLIDAY OT	TOTAL DAYS TO BE PAID
1	5296	Stulip Dajti	Jul-24	1	4	A	A	OFF	4	4	4	4	4	4	4	A	4	4	4	4	4	4	4	A	4	4	4	4	4	4	4	104	14	4	27							
2	6378	Shantir Bahadur Nepali	Jul-24	4	4	4	4	12	2	4	4	4	4	4	4	2	OFF	2	A	4	2	4	4	10	4	4	4	4	4	4	4	111	23	2	29							
3	6665	Ashok Thakur	Jul-24	4		A	A	OFF	A	A	A	A	A	A	A	A	P	1	4	P	P	P	P	P	OFF	P	P	P	P	P	P	1	P	P	10	0	5	26				

Signature: Hijy
Submitted By: Javed Ahmad [Assistant HR & Admin]


Saeed Ahmad (Assistant HR & Admin)

Signature: _____

Signature: _____
Abdul Bashir (Manager - Production)

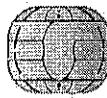
Signature: _____

A circular library stamp from the University of Michigan Library, Ann Arbor. The outer ring contains the text "UNIVERSITY OF MICHIGAN LIBRARY" at the top and "ANN ARBOR" at the bottom, with "MICHIGAN" written vertically down the center. The inner circle has "May 22, 1922" at the top and "LIBRARY" at the bottom. There is also some smaller, illegible text at the bottom of the inner circle.

State of Qatar
Residency Permit



دولة قطر
رخصة إقامة



ID. No: 29652417634

D.O.B: 20/12/1996 تاريخ الميلاد:

المسلاحة: الجنسية:

نيبال Nationality:

NEPAL

ع ام ل Occupation:



الاسم: آشوك تاكور

Name: ASHOK THAKUR

Passport Number: 09390336 رقم جواز السفر:

Passport Expiry: 14/12/2025 تاريخ انتهاء الجواز:

Serial No: 1112F206181DA12A الرقم المسلسل:

Residency Type: عمل نوع الشخصية:

Employer: فودكو (الشركة القطرية للصناعات الغذائية) المسئول:

Ministry of Nationality, Borders & Expatriates Affairs, Qatar ديوان الجنسية والجمرات والجاليون القطريون

General Director of Nationality, Borders & Expatriates Affairs Holder's Signature



توقيع حامل الإقامة

