



بنك دخان  
DUKHAN BANK

SECURITY PRINTING PRESS

Main Branch

شركات  
Corporate

رقم الشيك  
Cheque No. 00009632

01-May-2023

التاريخ

Date \_\_\_\_\_

Pay to the order of \*\* TULARAM RAKAL \*\*  
or bearer

إدفعوا لأمر  
أو لحامله

Amount \*\* THREE THOUSAND ONLY \*\*  
in words

المبلغ  
بالدرروف

ر.ق.  
QR

3,000.00

Signature \_\_\_\_\_ التوقيع

UMMSAID BAKERY

A/C No. 1000-00792-506

Please do not write or stamp in the space below this line

الرجاء عدم الكتابة أو وضع ختم أسفل الخط

00009632016340200150000100000792506

Ummsaid Bakery Qatar  
 Al Meena Street  
 P.O Box 1444 Doha Qatar  
 E-mail: info@qbake.qa



Payment Advice			Payment Date : 01.05.2023		
<b>Document Number :</b> 2360000396 <b>GL Account :</b> <b>Payee Name :</b> <b>Exchange rate :</b> <b>Remarks :</b> LE TULARAM RAKAL #3840 <b>Payment Method :</b>					
<b>Ref.Document.no</b>	<b>Document Date</b>	<b>Document Amount</b>	<b>Other Deduction</b>	<b>Net Amount</b>	<b>Curr</b>
00009632	01.05.2023	3,000.00	0.00	3,000.00	QAR
		3,000.00	0.00	3,000.00	QAR
<b>Payment Detail(s)</b>					
<b>Bank's Name / A/c No.</b>	<b>Cheque Number</b>	<b>Instrument Date</b>	<b>Amount</b>	<b>Currency</b>	
DUKHAN BANK	00009632	01.05.2023	3,000.00	QAR	
100000792506		<b>Total :</b>	3,000.00	QAR	
<b>Amount in words :</b> Qatari Riyal Three Thousand Only  Kindly acknowledge the receipt Thanking You					
Prepared By 	Verified By 	Authorized By  Receiver's Signature			
Document Date/Time: 02.05.2023/10:53:08					

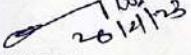
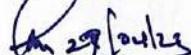


**Ummsaid Bakery**

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

مخبز مسعود

(مملوك لشركة زاد القابضة ش.م.ق.ع.)

Service Period From: 17-04-22 To 18-03-23																																										
LEAVE ENCASHMENT	USB	OF Mr.TULARAM RAKAL																																								
UPTO		18-Mar-23																																								
DEPARTMENT		Production																																								
DESIGNATION		Operator																																								
<table border="1"> <tr><td>Basic salary</td><td>QR</td><td>1,000</td></tr> <tr><td>HRA</td><td>QR</td><td>-</td></tr> <tr><td>Transport Allowance</td><td>QR</td><td>-</td></tr> <tr><td>Telephone Allowance</td><td>QR</td><td>-</td></tr> <tr><td>Cost of Living Allowance</td><td>QR</td><td>-</td></tr> <tr><td>Food Allowance</td><td>QR</td><td>300</td></tr> <tr><td>Other Allowance</td><td>QR</td><td>100</td></tr> <tr><td><b>Total Package</b></td><td><b>QR</b></td><td><b>1,400</b></td></tr> <tr><td>Service Duration</td><td colspan="2">8 Years 11 Months 1 Days</td></tr> <tr><td>Leave Category</td><td colspan="2">30</td></tr> <tr><td>Appointment date</td><td colspan="2">17-Apr-14</td></tr> <tr><td>Joining/Rejoining/Encashment date</td><td colspan="2">17-Apr-22</td></tr> <tr><td>Payment Type</td><td colspan="2" rowspan="2">d-Pay Card</td></tr> </table>				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	100	<b>Total Package</b>	<b>QR</b>	<b>1,400</b>	Service Duration	8 Years 11 Months 1 Days		Leave Category	30		Appointment date	17-Apr-14		Joining/Rejoining/Encashment date	17-Apr-22		Payment Type	d-Pay Card	
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Payment Type	d-Pay Card																																									
<b>LEAVE ALLOWANCE</b>																																										
From	17-Apr-22	to	18-Mar-23																																							
( 335 x 30 ) / 335 =		30.00 days																																								
30.00	days @ QR	33.33	1,000																																							
<b>HOUSE RENT ALLOWANCE</b>																																										
From	17-Apr-22	to	18-Mar-23																																							
30.00	days @ QR	-	0																																							
<b>AIR TICKET</b>																																										
Amount of air fare			2,000																																							
Doha-Kathmandu-Doha	Economy Class																																									
Self																																										
Full Fare QR. 2000																																										
<b>NET TOTAL</b>																																										
( Qrs.Three Thousand Only )																																										
Prepared by  Aslamdeen Accountant	Verified by  Anwar Qazi Manager HR & Admin	Verified by  Mohamed Asthak Chief Accountant	Verified by  Sameer Mohammed Sr. Finance Manager	Approved by  Sadeem Bhat General Manager																																						
I, the undersigned Tularam Rakal declare that I have received with thanks from Ummsaid Bakery all my dues relating to salary and leave salary totaling Qr.3,000 ( Qrs.Three Thousand Only ) vide Cheque No. <u>7632</u> ...																																										
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	TULARAM RAKAL																																									
Signature																																										
Date	<u>20/04/23</u>																																									

**State Of Qatar  
Residency Permit**



دولت قطر  
رخصه إقامه

ID.No:	<b>27852427696</b>	الرقم الشخصي:	
D.O.B.:	<b>26/07/1978</b>	تاريخ الميلاد:	
Expiry:	<b>14/04/2023</b>	الصلاحية:	
Nationality:	<b>NEPAL</b>	الجنسية:	
Occupation:	<b>عامل تنظيف عام</b>	المهنة:	
<b>الاسم: نهارام راكال</b>			

Name: TULARAM RAKAL

Passport Number: 09104331 رقم جواز السفر:  
Passport Expiry: 20/08/2025 تاريخ انتهاء الجواز:  
Serial No: 30927852427696 الرقم المماليق:  
Residency Type: عمل نوع الرخصة:  
Employer: شركة زاد القابضه ) ش. م. ق ( المستخدم:

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

توقيع حامل البطاقة  
Holder's signature

4

*[Signature]*



ZAD HUMAN RESOURCES

شركة زاد للهداية  
Zad Holding Company

### Leave Requisition Form

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

Date of Initiation: 12/04/23

Full Name	Fulram Racial		
Job Title	Operator	Employee Code	3840
Department	Production	Business Unit	Ummsaid Bakery

#### 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:



Signature of Employee

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

Remarks (if any): .....

Signature of Department Head

13/04/23

Date

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

DOJ : 12/04/14	Total leave taken :
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Passport Expiry : -	QID Expiry : -
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#### Leave Passage & Dependent Details:

From 12/04/23 To 18/04/23-30  
Doha-Kathmandu-Doha,  
Economy Class Air Ticket for Self.

Unit – HR & Admin

16/04/23

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

No of Days :	Signature:	Date: 12/04/23
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