



بنك دخان
DUKHAN BANK

Main Branch

شركات
Corporate

رقم الشيك
Cheque No.
00009626

01-May-2023

التاريخ

Date

SECURITY PRINTING PRESS
Pay to the order of _____
or bearer

** ARULRAJ SATHIYASEELAN **

إدفعوا لأمر
أو لحامله

Amount ** FOUR THOUSAND FIFTY ONLY **
in words _____

المبلغ
بالدرر

ر.ق.
Q.R.

4,050.00

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

00009626 016340200150 00000100000792506

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



Payment Advice			Payment Date : 01.05.2023		
Document Number : 2360000390					
GL Account :			Exchange rate :		
Payee Name :			Remarks :	LE ARULRAJ SATH#4482	
			Payment Method :		
Ref.Document.no	Document Date	Document Amount	Other Deduction	Net Amount	Curr
00009626	01.05.2023	4,050.00	0.00	4,050.00	QAR
		4,050.00	0.00	4,050.00	QAR
Payment Detail(s)					
Bank's Name / A/c No.	Cheque Number	Instrument Date	Amount	Currency	
DUKHAN BANK	00009626	01.05.2023	4,050.00	QAR	
100000792506		Total :	4,050.00	QAR	

Amount in words : Qatari Riyal Four Thousand Fifty Only

Kindly acknowledge the receipt
 Thanking You

Prepared By

Verified By

Authorized By

Receiver's Signature

Document Date/Time: 02.05.2023/10:30:17

Ummsaid Bakery

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

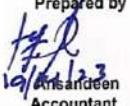
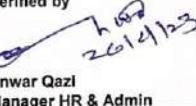
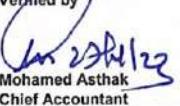
كوبك
Qbake

مخبر مسعود

(مملوك لشركة زاد القابضة ش.م.ق.ع.)

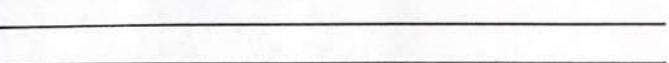
Service Period From: 07-04-22 To 08-03-23		
LEAVE ENCAHMENT	USB	OF Mr ARULRAJ SATHIYASEELAN .
UPTO	8-Mar-23	103444 - 4482
DEPARTMENT	Sales	
DESIGNATION	Van Salesman	

Basic salary	QR	1,500
HRA	QR	-
Transport Allowance	QR	-
Telephone Allowance	QR	-
Cost of Living Allowance	QR	-
Food Allowance	QR	-
Other Allowance	QR	-
Total Package	QR	1,500
Service Duration	6 Years 11 Months 1 Days	
Leave Category	30	
Appointment date	7-Apr-16	
Joining/Rejoining/Encashment date	7-Apr-22	
Payment Type	d-Pay Card	

LEAVE ALLOWANCE	7-Apr-22	to	8-Mar-23	Or
From (335 x 30) / 335 =	30.00	days @ Or	30.00 days	50.00 • 1,500
HOUSE RENT ALLOWANCE	7-Apr-22	to	8-Mar-23	
From	30.00	days @ Or	-	0
AIR TICKET				2,550 ✓
Amount of air fare				
Doha-Colombo-Doha				
Self				
Full Fare QR. 2550				
NET TOTAL				4,050
(Qrs.Four Thousand Fifty Only)				
Prepared by  Arulraj Sathiyaseelan Accountant	Verified by  Anwar Qazi Manager HR & Admin	Verified by  Mohamed Asthak Chief Accountant	Verified by  Sameer Mohammed Sr. Finance Manager	Approved by  Sameed Ebt General Manager

I, the undersigned Arulraj Sathiyaseelan declare that I have received with thanks from Ummsaid Bakery all my dues relating to salary and leave salary totaling Qr.4,050(Qrs.Four Thousand Fifty Only) vide Cheque No. 9626.

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	ARULRAJ SATHIYASEELAN
Signature	
Date	

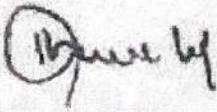
**State Of Qatar
Residency Permit**

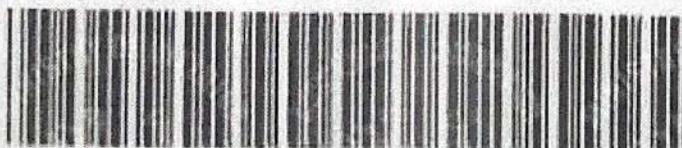


**دولة قطر
رخصة إقامة**

ID.No:	28414414358	الرقم الشخصي:	
D.O.B.:	08/02/1984	تاريخ الميلاد:	
Expiry:	26/01/2023	الصلاحية:	
	سريلانكا	الجنسية:	
Nationality:	SRILANKA		
Occupation:	سائق	المهنة:	
		الاسم:	ارولراج ساتياسيلان

Name: ARULRAJ SATHIYASEELAN

Passport Number:	N8758786	رقم جواز السفر:	
Passport Expiry:	03/03/2030	تاريخ التهاء الجواز:	
Serial No:	30728414414358	الرقم المسنسل:	
Residency Type:	عمل	نوع الرخصة:	
Employer:	الشركة القطرية للصناعات الغذائية (فوريكرو)	المستقدم:	
Director General of the General Directorate of Passports	مدير عام الإدارة العامة للجوازات	توقيع حامل البطاقة	
	General Director of the General Directorate of Passports	Holder's signature	



**Leave Requisition Form****Part 1 (To be filled by Employee)**

Date of Initiation: 11.04.2023

Full Name	: Arul Raj S		
Job Title	: Van salesman	Employee Code	: 4482
Department	: Sales	Business Unit	: 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: _____

Contact Details while on vacation

Telephone No. : _____ Mobile No. : _____

Address : _____ Email ID : _____

Backup employee during leave period based on discussion with Dept. Head: _____ Signature of backup employee: _____



[Signature]
Signature of Employee

Part 2 (Department Approval – to be filled by Department Head)Remarks (if any): *Friendly appraise, if done.**13.04.2023*

Signature of Department Head

Date

Part 3 (Leave Eligibility – to be filled by HR)DOJ: *7/4/16* Total leave taken : _____

Passport Expiry : _____ QID Expiry : _____

Leave Passage & Dependent Details:

*From 7/4/22 To 23/23-30.**Doha - Colombo - Doha**Economy Class Air Ticket for 50%.**16/4/23*

Unit – HR & Admin

Part 4 (Final Approval – to be filled by CEO/GM/VP)No of Days : _____ Signature : *[Signature]* Date : *17/4/23*