



بنك دخان  
DUKHAN BANK

Main Branch

شركات  
Corporate

رقم الشيك  
Cheque No. 00009626

Date 01-May-2023 التاريخ

Pay to the order of **\*\* ARULRAJ SATHIYASEELAN \*\***  
or bearer

إدفعوا لأمر  
أو لحامله

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

المبلغ  
بالحروف

رق  
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⑈01:634020015⑈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 :

Payee Name :

Exchange rate :

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		<b>Total :</b>	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.)

كيوبيك  
Qbake

## مخبز مسعيد

(مملوك لشركة زاد القابضة ش.م.ق.ع.)

Service Period From: 07-04-22 To 08-03-23			
LEAVE ENCASHMENT	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	-
<b>Total Package</b>	<b>QR</b>	<b>1,500</b>
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				Qr
From	7-Apr-22	to	8-Mar-23	
( 335 x 30 ) / 335 =		30.00 days		
	30.00	days @ Qr	50.00	1,500

HOUSE RENT ALLOWANCE				Qr
From	7-Apr-22	to	8-Mar-23	
	30.00	days @ Qr	-	0

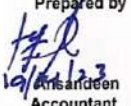
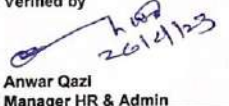
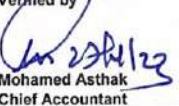


AIR TICKET				Qr
Amount of air fare				2,550
Doha-Colombo-Doha		Economy Class		
Self				
Full Fare QR. 2550				

NET TOTAL		Qr
		4,050

( Qrs.Four Thousand Fifty Only )

Prepared by  Anwar Qazi Accountant	Verified by  Anwar Qazi Manager HR & Admin	Verified by  Mohamed Asthak Chief Accountant	Verified by  Sameer Mohammed Sr. Finance Manager	Approved by  Sameer Bhat General Manager
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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 انتهاء الجواز:  
Serial No: 30728414414358 الرقم المسجل:  
Residency Type: عمل نوع الرخصة:  
Employer: الشركة القطرية للصناعات الغذائية (فودكو) المتقدم:

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

توقيع حامل البطاقة  
Holder's signature





### Leave Requisition Form

<b>Part 1 ( To be filled by Employee )</b>		Date of Initiation: 11.04.2023	
Full Name : Arul Raj S			
Job Title : Van salesman	Employee Code : 4482		
Department : Sales	Business Unit : Bakery		
<b>Leave Type</b>			
Annual [ ]	Encashment [✓]	Leave Without Pay [ ]	Leave With Pay [ ]
<b>Leave Information</b>			
Leave From:	Leave up to :	No of Days :	Return to duty date:
<b>Contact Details while on vacation</b>			
Telephone No. :		Mobile No. :	
Address :		Email ID :	
Backup employee during leave period based on discussion with Dept. Head:		Signature of backup employee:	
		Signature of Employee	
<b>Part 2 (Department Approval – to be filled by Department Head )</b>			
Remarks (if any): <i>Kindly approve, if due.</i>			
		<i>13.04.2023</i> Date	
<b>Part 3 ( Leave Eligibility – to be filled by HR)</b>			
DOJ : <i>2/4/16</i>		Total leave taken :	
Passport Expiry : –		QID Expiry : –	
Leave Passage & Dependent Details:			
<i>From 2/4/22 To 2/3/23 - 30.</i> <i>Doha - Colombo - Doha</i> <i>Economy Class Air Ticket for self.</i>			
		 Unit – HR & Admin	
<b>Part 4 ( Final Approval – to be filled by CEO/GM/VP)</b>			
No of Days :	Signature :	Date : <i>17/4/23</i>	