

بنك دخان DUKHAN BANK

Main Branch شركات Corporate

رقم الشيك
Cheque No. 00009636

Date 04-May-2023 التاريخ

Pay to the order of **** RAM BAHADUR SURTUNGE **** إدفعوا لأمر
or bearer أو لحامله

Amount **** EIGHT THOUSAND EIGHT HUNDRED SEVENTY THREE** المبلغ
in words بالدرروف ر.ق. QR **8,873.00**

ONLY **

UMMSAID BAKERY Signature _____ التوقيع
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

00009636 016340200151 00000100000792506

Ummsaid Bakery Qatar

Al Meena Street

P.O Box 1444 Doha Qatar

E-mail: info@qbake.qa



Payment Advice

Payment Date : 04.05.2023

Document Number : 2360000415

GL Account :

Payee Name :

Exchange rate :

Remarks : FF RAM BAHADUR#4493

Payment Method :

| Ref.Document.no | Document Date | Document Amount | Other Deduction | Net Amount | Curr |
|-----------------|---------------|-----------------|-----------------|------------|------|
| 00009636 | 04.05.2023 | 8,873.00 | 0.00 | 8,873.00 | QAR |
| | | 8,873.00 | 0.00 | 8,873.00 | QAR |

Payment Detail(s)

| Bank's Name / A/c No. | Cheque Number | Instrument Date | Amount | Currency |
|-----------------------|---------------|-----------------|----------|----------|
| DUKHAN BANK | 00009636 | 04.05.2023 | 8,873.00 | QAR |
| 100000792506 | | Total : | 8,873.00 | QAR |

Amount in words : Qatari Riyal Eight Thousand Eight Hundred Seventy-Three Only

Kindly acknowledge the receipt

Thanking You

Prepared By

Verified By

Authorized By

Receiver's Signature

Document Date/Time: 04.05.2023/10:03:54

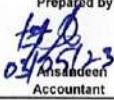
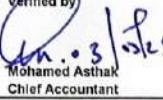
Ummsaid Bakery

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

كيوبيك
Qbake

مخبر مسعود

(مملوک لشركة زاد القابضة ش.م.ق.ع.)

| FULL AND FINAL SETTLEMENT OF Mr. | | Service Period From: 18-04-16 To 30-04-23 | | USB | RAM BAHADUR SURTUNGE | |
|--|--|---|------------|--|----------------------|---|
| TO BE RECEIVED ON | | | | 30-Apr-23 | 103459 - 4493 | |
| DEPARTMENT | | | | Production | | |
| DESIGNATION | | | | Labour | | |
| 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 - | | |
| Total Package | | | | QR 1,300 | | |
| Service Duration | | | | 7 Years 0 Months 12 Days | | |
| Leave Category | | | | 30 | | |
| Appointment date | | | | 18-Apr-16 | | |
| Joining/Rejoining/Encashment date | | | | 18-Apr-22 | | |
| Payment Type | | | | d-Pay Card | | |
| SALARY | | | | | | |
| BASIC SALARY | | | | | | |
| From | 1-Apr-23 | to | | 30-Apr-23 | | |
| | 0 | days @ QR | | 33.33 | | |
| FOOD ALLOWANCE | | | | | | |
| From | 1-Apr-23 | to | | 30-Apr-23 | | |
| | 0.00 | days @ QR | | 10.00 | | |
| OVERTIME & COMMISSION | | | | | | |
| OVERTIME | | | | | | |
| | Mar-23 | Apr-23 | Mar-23 | Apr-23 | | |
| Normal | 0 | 129 | 0.00 | 671.88 | | |
| Holiday | 0 | 32 | 0.00 | 200.00 | 872 | |
| LEAVE SALARY FOR 2021-2022 | | | | | | |
| BASIC SALARY | | | | | | |
| From | 18-Apr-22 | to | | 19-Mar-23 | | |
| (335 x 30) / 335 = | 30.00 | days @ QR | 30.00 days | 33.33 | | 1,000 |
| BASIC SALARY | | | | | | |
| From | 18-Apr-23 | to | | 30-Apr-23 | | |
| (12 x 30) / 335 = | 1.07 | days @ QR | 1.07 days | 33.33 | | 36 |
| AIR TICKET EXIT | | | | | | |
| Amount of air fare | | | | | | 1,280 |
| DOHA-Kathmandu | | | | | | |
| SELF | | | | | | |
| Full Fare QR. 1280 | | | | | | |
| END OF SERVICE BENEFITS | | | | | | |
| From | 18-Apr-2016 to | | | 30-Apr-2023 | | 5,685 |
| (2569 Days) | | | | | | |
| (1000 x 21 / 26 x 2569 / 365) | | | | | | |
| Less: Recovery on account of loan and advances paid for expenses as per attached working. | | | | | | |
| Less: Unauthorized absenteeism 00 day in 2023. | | | | | | |
| | | | NET TOTAL | | | 8,873 |
| (Qrs.Eight Thousand Eight Hundred Seventy Three Only) | | | | | | |
| Prepared by | | Verified by | | Verified by | | Approved by |
|  Ansadeen Accountant | |  Anwar Qazi Manager HR & Admin | |  Mohamed Asthak Chief Accountant | |  Sameer Mohammed Sr. Finance Manager |
| | | | | | | Saheem Bhat General Manager |
| I, the undersigned Ram Bahadur Surtunge declare that I have received with thanks from Ummsaid Bakery all my dues relating to salary, leave salary and end of service totaling Qr.8,873 (Qrs.Eight Thousand Eight Hundred Seventy Three Only) vide Cheque No. 1636. | | | | | | |
| 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 | RAM BAHADUR SURTUNGE | | | | | |
| Signature |  | | | | | |
| Date |  | | | | | |

**State Of Qatar
Residency Permit**



دوله قطر
رئيسيه اقامه

| | | | |
|-----------------------------|-------------|----------------|---|
| ID.No: | 29652415622 | الرقم الشخصي: |  |
| D.O.B.: | 19/10/1996 | تاريخ الميلاد: | |
| Expiry: | 15/04/2023 | الصلاحية: | |
| | نيبال | الجنسية: | |
| Nationality: | NEPAL | | |
| Occupation: | عامل | المهنة: | |
| الاسم: رام باهادور سورتونجي | | | |

Name: RAM BAHADUR SURTUNGE

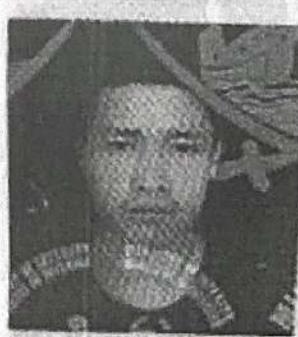
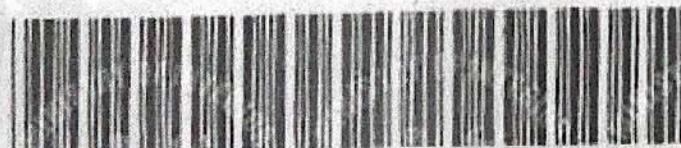
| | | |
|--|----------------------------------|----------------------|
| Passport Number: | 09520051 | رقم جواز السفر: |
| Passport Expiry: | 24/01/2026 | تاريخ انتهاء الجواز: |
| Serial No. | 30629652415622 | الرقم الممسلسل: |
| Residency Type: | عمل | نوع الرخصة: |
| Employer: | شركة مطابخ الدقيق القطرية | المستلم: |
| General Director of the General Directorate of Passports | مدير عام الإدارة العامة للجوازات | توقيع حامل البطاقة |
| | | Holder's signature |

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

توقيع حامل البطاقة
Holder's signature

10

2014-2015



Ref: CHR/F3RA/23/56

Dated: 30th April 2023

To,

Mr. Ram Bahadur Surtunge
Bakery Division
Labour-Production
Emp. Code:4493

Subject : ACCEPTANCE OF YOUR RESIGNATION

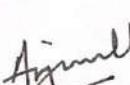
Dear Ram Bahadur,

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 30th April 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


Saheem Ahmed Bhat
General Manager

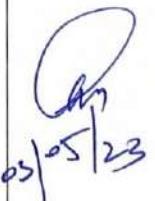
CC:

- Production Department
- HR & Admin
- Finance department

Attachments: Internal clearance form.

Internal Clearance Form

Date of Initiation: 1st May 2023

| Full Name | : Ram Bahadur Surtunge | | | |
|---|--|-------------------------|-------------------------------|---|
| Job Title | Production : Labour | Employee Code | : 4493 | |
| DOJ | 18 th Apr 2016 | Last working day | : 30 th April 2023 | |
| Department | Production | Business Unit | : Ummsaid Bakery | |
| Reporting to | Paul Varkey | Date of leaving | : | |
| Particulars | Condition Of Return | Recoveries If Any | Charge Taken By | Signature Of Head Of Department |
| DEPARTMENT | | | |  01/05/23 |
| • Files/Register/Documents • Manuals • Tools • Safety Equipment | | | | |
| IT | | - | - | - |
| • Computer / Laptop • Flash Drive • Email ID Deactivation • Mobile Handset • Sim Card • Telephone • ERP login | | - | - | |
| WORKSHOP | | | | |
| • Vehicle • Traffic Violation | | | | |
| PROCUREMENT | | | | |
| • Fuel tag | | | | |
| STORES | | | | |
| HR/ADMINISTRATION | | From 18/4/22 To 30/4/23 | Draft | |
| • 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 | | | |
| FINANCE | | | |  03/05/23 |
| • Advance • Company Loan • Company Credit Card • Any Other • Bank Related ○ Personal Loan ○ Credit Card | 03/05/23 | | | |

Signature (Employee): -

Unit - HR: - Anwar Qazi