



بنك دخان
DUKHAN BANK

Main Branch

شركات
Corporate

رقم الشيك
Cheque No.

00001185

Date 05-Feb-2024 التاريخ

Pay to the order of ** PRABHAKAR TIWARI **
or bearer

إدفعوا لأمر
أو لحامله

Amount ** THREE THOUSAND NINE HUNDRED ONLY **
in words

المبلغ
بالحروف

رق
Q.R

3,900.00

UNITED BAKERIES

A/C No. 1000-01798-347

Signature التوقيع

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

الرجاء عدم الكتابة أو وضع ختم أسفل الخط

0000 1 18 5 01 6 3 4 0 2 0 0 1 5 0 0 0 0 1 0 0 0 0 1 7 9 8 3 4 7

PAYMENT ADVICE

United Bakeries

Street No. 27, Industrial Area

P.O. BOX: 6983 doha Qatar

Email



PAYEE NAME : PRABHAKAR TIWARI

106932

Prabhakar Tiwari

DOHA-Doha

Paym Date:

Doc.No: 2434000383

Payment Method :

Exch.rate:

Remarks: LS PRABAKAR THIWARI#6821


Ref. Doc. No	Posting Date	DC Type	Sup. Doc. No	Sup. Doc. Date	Currency	Doc Amount	Adjustment	Pay. Amount
2433000045	05.02.2024	KR	00001185	05.02.2024	QAR	3,900.00		3,900.
Total					QAR	3,900.00	0.00	3,900.

Bank Name	A/C No.	Cheque No	Cheque Date	Currency	Amount	Remarks
DUKHAN BANK	100001798347	00001185	05.02.2024	QAR	3,900.00	

Amount in Words : Qatari Riyal Three Thousand Nine Hundred Only


Created


Verified


Authorised

Receiver's Details

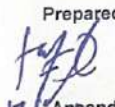
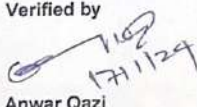
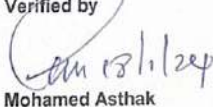
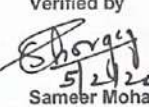
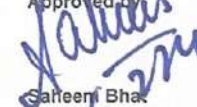
Kindly Acknowledge the receipts

Name :


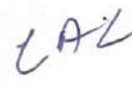

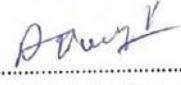

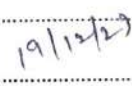
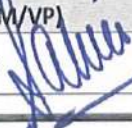
Signature :

Payment Request Approvals

Pay. Req. Ref	PR Date	Creator	Level 1	Level 2	Level 3	Level 4	Level 5

Service Period From: 21-07-22 To 14-02-24					
106932 - 6821	LEAVE SETTLEMENT OF Mr.	UNB	PRABHAKAR TIWARI		
TO BE RECEIVED ON	14-Feb-24	Basic Salary	QR	1,000	
DEPARTMENT	Production	HRA	QR	-	
DESIGNATION	Labour	Transport Allowance	QR	-	
		Telephone Allowance	QR	-	
		Cost of Living Allowance	QR	-	
		Food Allowance	QR	-	
		Other Allowance	QR	300	
		Total Package	QR	1,300	
		Service Duration	1 Years 4 Months 29 Days		
		Leave Category	21		
		Appointment date	21-Jul-22		
		Joining/Rejoining/Encashment date	21-Jul-22		
		Payment Type	d-Pay Card		
SALARY					
BASIC SALARY					
From	1-Feb-24	to	14-Feb-24		
	14	days @ Qr	34.48	483	
OTHER ALLOWANCE					
From	1-Feb-24	to	14-Feb-24		
	14	days @ Qr	10.34	145	
LEAVE SALARY					
BASIC SALARY					
From	21-Jul-22	to	20-Dec-23		
(517 x 21) / 344 =	31.56	days @ Qr	31.56 days	33.33	1,052
AIR TICKET					
Amount of air fare					
Doha-Kathmandu-Doha		Economy Class		2,220	
SELF					
Full Fare QR. 2220					
NET TOTAL				3,900	
(Qrs.Three Thousand Nine Hundred Only)					
Prepared by	Verified by	Verified by	Verified by	Approved by	
					
Ansaadeen Accountant	Anwar Qazi Manager HR & Admin	Mohamed Asthak Chief Accountant	Sameer Mohammed Sr. Finance Manager	Sameer Bhat General Manager	
<p>I, the undersigned Prabhakar Tiwari declare that I have received with thanks from Ummsaid Bakery all my dues relating to salary and leave salary totaling Qr.3,900(Qrs.Three Thousand Nine Hundred Only) vide Cheque No.</p> <p>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.</p>					
Name	PRABHAKAR TIWARI				
Signature	_____				
Date	_____				

Leave Requisition Form

Part 1 (To be filled by Employee)		Date of Initiation: 19.12.2023	
Full Name : Prabhakar Tiwari			
Job Title : Labor	Employee Code : 6821		
Department : Production	Business Unit : United Bakeries		
Leave Type			
Annual [<input checked="" type="checkbox"/>]	Encashment [<input type="checkbox"/>]	Leave Without Pay [<input type="checkbox"/>]	Leave With Pay [<input type="checkbox"/>]
Leave Information			
Leave From: 15.02.2024	Leave up to : 30.03.2024	No of Days : 45	Return to duty date: 31.03.24
Contact Details while on vacation			
Telephone No. :	Mobile No. : +977-9815228222		
Address : Sonbarsa, parsu, Nepal	Email ID :		
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):			
		 Date	
Part 3 (Leave Eligibility – to be filled by HR)			
DOJ : 21/12/22		Total leave taken :	
Passport Expiry : 8/3/21		QID Expiry : 19/12/24	
Leave Passage & Dependent Details:			
From 21/12/22 To 20/12/23 - 31.56 days			
Doha - Kathmandu - Doha			
Economy Class Air Ticket for self.			
Unit – HR & Admin			
Part 4 (Final Approval – to be filled by CEO/GM/VP)			
No of Days : 45	Signature : 		Date : 20/12/23