



Main Branch

شركات  
Corporateرقم الشيك  
Cheque No. 00009761

Date 21-Jun-2023

التاريخ

Pay to the order of \*\* BIR BAHADUR LAMA \*\*  
or bearerأدفعوا لأمر  
أو لحاملهAmount \*\* THREE THOUSAND SEVEN HUNDRED EIGHTY THREE  
in words ONLY \*\*المبلغ  
بالحروفR.Q.  
Q.R.

3,783.00

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

0000976101634020015100000100000792506

Umm Said Bakery Qatar

Al Meena Street

P.O Box 1444 Doha Qatar

E-mail: info@qbake.qa



### Payment Advice

Payment Date : 21.06.2023

Document Number : 2334022037

Supplier code :104105

BIR BAHADUR LAMA

Doha

QA -

Dear Sir / Madam,

Exchange rate :

Remarks : LS-BIR BAHADUR #4889

Payment Method :

Ref.Document.no	Document Date	Document Amount	Other Deduction	Net Amount	Curr
00009761	21.06.2023	3,783.00	0.00	3,783.00	QAR
		3,783.00	0.00	3,783.00	QAR

### Payment Detail(s)

Bank's Name / A/c No.	Cheque Number	Instrument Date	Amount	Currency
DUKHAN BANK	00009761	21.06.2023	3,783.00	QAR
100000792506		Total :		3,783.00 QAR

Amount in words : Qatari Riyal Three Thousand Seven Hundred Eighty-Three Only

Kindly acknowledge the receipt

Thanking You

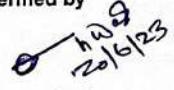
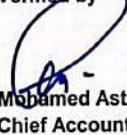
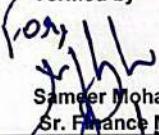
Prepared By

Verified By

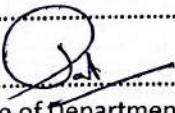
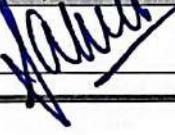
Authorized By

Receiver's Signature

Document Date/Time: 21.06.2023/16:57:03

Service Period From: 26-06-17 To 12-07-23				
104105 - 4889	LEAVE SETTLEMENT OF Mr.	USB	BIR BAHADUR LAMA	
TO BE RECEIVED ON	12-Jul-23	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	300
		Other Allowance	QR	-
		Total Package	QR	1,300
		Service Duration	5 Years 11 Months 1 Days	
		Leave Category		30
		Appointment date		26-Jun-17
		Joining/Rejoining/Encashment date		26-Jun-22
		Payment Type		d-Pay Card
<u>SALARY</u>				
<u>BASIC SALARY</u>				
From	1-Jul-23	to	12-Jul-23	
	12	days @ QR	32.26	387
<u>FOOD ALLOWANCE</u>				
From	1-Jul-23	to	12-Jul-23	
	12.00	days @ QR	9.68	116
<u>LEAVE SALARY</u>				
<u>BASIC SALARY</u>				
From	26-Jun-22	to	27-May-23	
( 335 x 30 ) / 335 =	30.00	30.00 days	33.33	1,000
	30.00	days @ QR		
<u>AIR TICKET</u>				
Amount of air fare				
Doha-Kathmandu-Doha		Economy Class		2,280
SELF				
Full Fare QR. 2280				
<u>NET TOTAL</u>				
( Qrs.Three Thousand Seven Hundred Eighty Three Only )				3,783
<u>Prepared by</u>	<u>Verified by</u>	<u>Verified by</u>	<u>Verified by</u>	<u>Approved by</u>
 Ansandeen Accountant	 Anwar Qazi Manager HR & Admin	 Mohamed Asthak Chief Accountant	 Sameer Mohammed Sr. Finance Manager	 Saeed Bhat General Manager
I, the undersigned Bir Bahadur Lama declare that I have received with thanks from Ummsaid Bakery all my dues relating to salary and leave salary totaling Qr.3,783 ( Qrs.Three Thousand Seven Hundred Eighty Three Only ) vide Cheque No. ....				
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	BIR BAHADUR LAMA			
Signature				
Date				

### Leave Requisition Form

<b>Part 1 (To be filled by Employee)</b>		Date of Initiation:
Full Name :	Bir Bhader Lama.	
Job Title :	Helper	Employee Code : 4889
Department :	Production : Ummsaid Bakery	
<b>Leave Type</b>		
<input checked="" type="checkbox"/> Annual [ ] <input type="checkbox"/> Encashment [ ] <input type="checkbox"/> Leave Without Pay [ ] <input type="checkbox"/> Leave With Pay [ ]		
<b>Leave Information</b>		
Leave From: 13/07/23    Leave up to: 26/08/23    No of Days: 45    Return to duty date: 27/08/23		
<b>Contact Details while on vacation</b>		
Telephone No. :	Mobile No. : +977 9806539191	
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): .....  ..... Date: 18/06/23		
<b>Part 3 (Leave Eligibility – to be filled by HR)</b>		
DOJ: 26/06/17	Total leave taken: 45 days in 2022	
Passport Expiry: 08/11/31	QID Expiry: 23/06/24	
Leave Passage & Dependent Details: From 26/06/22 To 29/05/23-30 , Doha - Kathmandu - Doha Economy Class Air Ticket for SoY .		
Unit – HR & Admin		
<b>Part 4 (Final Approval – to be filled by CEO/GM/VP)</b>		
No of Days: 45	Signature: 	Date: 20.6.23



**State Of Qatar  
Residency Permit**

# دُوَلَةُ قَطْرٍ

## رِخْصَةُ إِقَامَةٍ

ID.No:	<b>29352441168</b>	الرقم الشخصي:	
D.O.B.:	<b>21/02/1993</b>	تاريخ الميلاد:	
Expiry:	<b>23/06/2022</b>	الصلاحية:	
	<b>نيبال</b>	الجنسية:	
Nationality:	<b>NEPAL</b>		
Occupation:	<b>عامل</b>	المهنة:	
		الاسم:	<b>بيبر باهادور لاما</b>

Name: BIR BAHADUR LAMA

Passport Number:	12502602	رقم جواز السفر:
Passport Expiry:	08/11/2031	تاريخ انتهاء الجواز:
Serial No:	30629352441168	الرقم الممسلسل:
Residency Type:	عمل	نوع الرخصة:
Employer:	مخبر امساعد	المستقدم:
مدير عام الادارة العامة للجوازات General Director of the General Passport Office	توقيع حمل البطاقة	Holder's signature

**مدير عام الإدارة العامة لجوازات**  
**General Director of the General Directorate of Passports**

Holder's signature

