



بنك دخان  
DUKHAN BANK

SECURITY PRINTING PRESS

Main Branch

شركات  
Corporate

رقم الشيك  
Cheque No. 00009913

17-Dec-2023

التاريخ

Date \_\_\_\_\_

\*\* MITHUN MANDAL \*\*

Pay to the order of  
or bearer

إدفعوا لأمر  
أو لحامله

Amount \*\* FOUR THOUSAND FORTY EIGHT ONLY \*\*

المبلغ  
بالحروف

رقم  
QR

4,048.00

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

00009913 016340200150 00000100000792506

## PAYMENT ADVICE

Ummsaid Bakery Qatar

Al Meena Street

P.O. BOX: 1444 Doha Qatar

Email info@qbake.qa



**PAYEE NAME :** MITHUN MANDAL

**Paym Date:** 17.12.2023

102796

**Doc.No:** 2334044522

MITHUN MANDAL

**Payment Method :**

Doha-Doha

**Exch.rate:**

**Remarks:**

Ref. Doc. No	Posting Date	DC Type	Sup. Doc. No	Sup. Doc. Date	Currency	Doc Amount	Adjustment	Pay. Amount
2333002627	17.12.2023	KR	00009913	17.12.2023	QAR	4,048.00		4,048.
<b>Total</b>						4,048.00	0.00	4,048.

Bank Name	AC No.	Cheque No	Cheque Date	Currency	Amount	Remarks
DUKHAN BANK	100000792506	00009913	Dec 17, 2023	QAR	4,048.00	

**Amount in Words :** Qatari Riyal Four Thousand Forty-Eight Only

Created

Verified

Authorised

### Receiver's Details

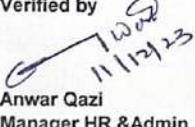
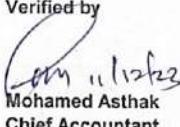
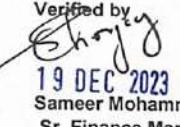
Kindly Acknowledge the receipts

Name :

Signature :

### Payment Request Approvals

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

102796 - 4177		LEAVE SETTLEMENT OF Mr. MITHUN MANDAL		
		Service Period From: 31-03-15 To 25-12-23		
		USB	MITHUN MANDAL	
TO BE RECEIVED ON	25-Dec-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	7 Years 11 Months -2 Days	
		Leave Category	30	
		Appointment date	31-Mar-15	
		Joining/Rejoining/Encashment date	31-Mar-22	
		Payment Type	d-Pay Card	
<b>SALARY</b>				
<b>BASIC SALARY</b>				
From	1-Dec-23	to	25-Dec-23	
	25	days @ QR	32.26	806
<b>FOOD ALLOWANCE</b>				
From	1-Dec-23	to	25-Dec-23	
	25.00	days @ QR	9.68	242
<b>LEAVE SALARY</b>				
<b>BASIC SALARY</b>				
From	31-Mar-22	to	1-Mar-23	
( 335 x 30 ) / 335 =		30.00 days		
	30.00	days @ QR	33.33	1,000
<b>AIR TICKET</b>				
Amount of air fare				
Doha-Kathmandu-Doha		Economy Class		
SELF				2,000
Full Fare QR. 2000				
<b>NET TOTAL</b>				4,048
( Qrs. Four Thousand Forty Eight Only )				
Prepared by  Mithun Mandal Accountant	Verified by  Anwar Qazi Manager HR & Admin	Verified by  Mohamed Asthak Chief Accountant	Verified by  Sameer Mohammed Sr. Finance Manager	Approved by  Saneem Shah General Manager
I, the undersigned Mithun Mandal declare that I have received with thanks from Ummisaid Bakery all my dues relating to salary and leave salary totaling QR.4,048 (Qrs. Four Thousand Forty Eight 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 Ummisaid 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	MITHUN MANDAL			
Signature				
Date				

### Leave Requisition Form

**Part 1 (To be filled by Employee)**

Date of Initiation:

Full Name : <i>Mithun Xnandal</i>			
Job Title : <i>Labour</i>	Employee Code : <i>4177</i>		
Department : <i>Production</i>	Business Unit : <i>Ummsaid Bakery</i>		
<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			

**Leave Information**

Leave From: *26-12-23*    Leave up to: *25-1-24*    No of Days: *30*    Return to duty date: *26-1-24*

**Contact Details while on vacation**

Telephone No. : <i>77382582 (Qatar)</i>	Mobile No. : <i>00977-9815930673</i>
Address :	Email ID :
Backup employee during leave period based on discussion with Dept. Head:  <i>S 265 (Khemraj Sharma)</i>	Signature of backup employee:  <i>Khemraj</i>



Signature of Employee

**Part 2 (Department Approval – to be filled by Department Head)**

Remarks (if any):  <i>Javed 05-12-23</i>	<i>7/12/23</i>
Signature of Department Head	Date

**Part 3 (Leave Eligibility – to be filled by HR)**

DOJ: <i>31/3/15</i>	Total leave taken: <i>62 days in 22</i>
Passport Expiry: <i>13/9/24</i>	QID Expiry: <i>20/3/24</i>

**Leave Passage & Dependent Details:**

*From 31/3/22 To 1/3/23 - 30 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: <i>30</i>	Signature: <i>Mithun</i>	Date: <i>10/12/23</i>
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**State Of Qatar  
Residency Permit**



# دُولَةُ قَطْرٍ

## رِخْصَةُ إِقَامَةٍ

ID.No:	29152429822	الرقم الشخصي:	
D.O.B.:	21/11/1991	تاريخ الميلاد:	
Expiry:	28/03/2023	الصلاحية:	
	نيبال	الجنسية:	
Nationality:	NEPAL		
Occupation:	عامل	المهنة:	
		الاسم:	ميتهون ماندال

Name: MITHUN MANDAL

Passport Number:	07854407	رقم جواز السفر:
Passport Expiry:	13/09/2024	تاريخ انتهاء الجواز:
Serial No:	30729152429822	الرقم المماسل:
Residency Type:	عمل	نوع الرخصة:
Employer:	شركة ارزاق للتسويق	المستلم:
General Director of the General	توقيع حامل البطاقة Holder's signature	مدير عام الإدارة العامة للجوازات

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

توقيع حامل البطاقة  
Holder's signature

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