



بنك دخان
DUKHAN BANK

Main Branch

شركات
Corporate

رقم الشيك
Cheque No. 00009639

Date 04-May-2023 التاريخ

Pay to the order of **** SURESH SHRESTHA ****
or bearer

إدفعوا لأمر
أو لحامله

Amount **** THREE THOUSAND NINE HUNDRED SIXTY ONE ONLY ****
in words المبلغ
بالحروف

رق.
Q.R

3,961.00

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

⑈00009639⑈01:6340200151⑈00000100000792506⑈

Ummsaid Bakery Qatar

Al Meena Street

P.O Box 1444 Doha Qatar

E-mail: info@qbake.qa

كيوبيك
Qbake

Payment Advice

Payment Date : 04.05.2023

Document Number : 2360000418

GL Account :

Payee Name :

Exchange rate :

Remarks : LS SURESH SHRESTHA#5607

Payment Method :

Ref.Document.no	Document Date	Document Amount	Other Deduction	Net Amount	Curr
00009639	04.05.2023	3,961.00	0.00	3,961.00	QAR
		3,961.00	0.00	3,961.00	QAR

Payment Detail(s)

Bank's Name / A/c No.	Cheque Number	Instrument Date	Amount	Currency
DUKHAN BANK	00009639	04.05.2023	3,961.00	QAR
100000792506		Total :	3,961.00	QAR

Amount in words : Qatari Riyal Three Thousand Nine Hundred Sixty-One Only

Kindly acknowledge the receipt

Thanking You

Prepared By

7

Verified By

9

10

Authorized By

Receiver's Signature

Document Date/Time:04.05.2023/10:23:35

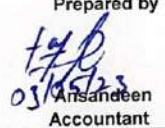
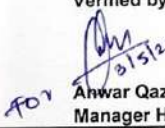
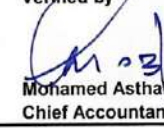

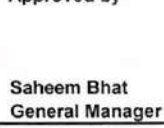
Ummsaid Bakery

(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: 05-12-18 To 15-05-23					
104961 - 5607	LEAVE SETTLEMENT OF Mr.	USB	SURESH SHRESTHA		
TO BE RECEIVED ON	15-May-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	4 Years 4 Months 29 Days		
		Leave Category	21		
		Appointment date	5-Dec-18		
		Joining/Rejoining/Encashment date	3-Dec-21		
		Payment Type	d-Pay Card		
SALARY					
BASIC SALARY					
From	1-May-23	to	15-May-23		
	15	days @ Qr	32.26		484
FOOD ALLOWANCE					
From	1-May-23	to	15-May-23		
	15.00	days @ Qr	9.68		145
LEAVE SALARY FOR 2021-2022					
BASIC SALARY					
From	3-Dec-21	to	4-May-23		
	(517 x 21) / 344 =	31.56 days @ Qr	33.33		1,052
AIR TICKET					
Amount of air fare					
Doha-Kathmandu-Doha Economy Class					
SELF 2,280					
Full Fare QR. 2280					
NET TOTAL					3,961
(Qrs.Three Thousand Nine Hundred Sixty One Only)					
Prepared by	Verified by	Verified by	Verified by	Approved by	
 Anandeen Accountant	 Anwar Qazi Manager HR &Admin	 Mohamed Asthak Chief Accountant	 Sameer Mohammed Sr. Finance Manager	 Saheem Bhat General Manager	
I, the undersigned Suresh Shrestha declare that I have received with thanks from Ummsaid Bakery all my dues relating to salary and leave salary totaling Qr.3,961(Qrs.Three Thousand Nine Hundred Sixty One Only) vide Cheque No. 9637....					
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	SURESH SHRESTHA				
Signature	_____				
Date	_____				

State Of Qatar
Residency Permit



دولة قطر
رخصة إقامة

ID.No: 28852456931

الرقم الشخصي:

D.O.B.: 30/09/1988

تاريخ الميلاد:

Expiry: 03/12/2022

الصلاحية:

نيپال

الجنسية:

Nationality:

NEPAL

Occupation:

عامل

المهنة:

الاسم: سوريث شريستها



Name: SURESH SHRESTHA

Passport Number:

09274576

رقم جواز السفر:

Passport Expiry:

02/11/2025

تاريخ انتهاء الجواز:

Serial No:

30328852456931

الرقم الممثل:

Residency Type:

عمل

نوع الرخصة:

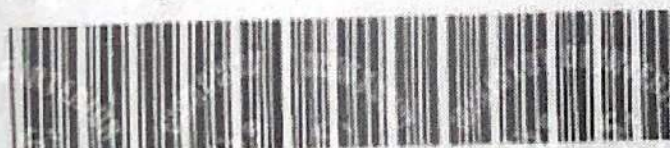
Employer:

شركة مطاحن الدقيق القطرية


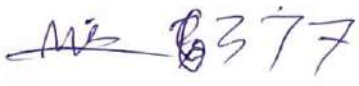



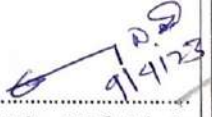

المستقدم:

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

توقيع حامل البطاقة
Holder's signature



Leave Requisition Form

Part 1 (To be filled by Employee)		Date of Initiation: 08/04/23	
Full Name : Suresh Shrestha		Employee Code : 5607	
Job Title : Labour		Business Unit : Ummsaid Bakery	
Department : Production			
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: 16/05/23		Leave up to : 27/06/23	
No of Days : 45		Return to duty date: 30/06/23	
Contact Details while on vacation			
Telephone No. : 977981-2389252		Mobile No. : * 3142 5795	
Address :		Email ID :	
Backup employee during leave period based on discussion with Dept. Head:		Signature of backup employee:	
 08/04/23		 	
		 	
Signature of Employee			
Part 2 (Department Approval – to be filled by Department Head)			
Remarks (if any):			
 		08/04/23	
Signature of Department Head		Date	
Part 3 (Leave Eligibility – to be filled by HR)			
DOJ : 5/12/19		Total leave taken :	
Passport Expiry : 2/11/25		QID Expiry : 3/12/23	
Leave Passage & Dependent Details:		Accounts leave - 35 Leave taken - 84 Do hit - 01	
From 3/12/21 To 4/5/23 - 31.56			
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 : 9/4/23	