



بنك دخان
DUKHAN BANK

Main Branch

شركات
Corporate

رقم الشيك
Cheque No.
00009648

04-May-2023

Date _____ التاريخ

إدفعوا لأمر
أو لحامله

** HEM BAHADUR TAMANG **

Pay to the order of _____
or bearerAmount ** ONE THOUSAND FOUR HUNDRED SIXTEEN ONLY **
in words _____

المبلغ
بالدرروف

Q.J
Q.R

1,416.00

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 أدام أسفل الخط

"00009648" "01634020015" "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 : 2360000427 GL Account : Payee Name : Exchange rate : Remarks : LE HEN BAHADUR#5266 Payment Method :					
Ref.Document.no	Document Date	Document Amount	Other Deduction	Net Amount	Curr
00009648	04.05.2023	1,416.00	0.00	1,416.00	QAR
		1,416.00	0.00	1,416.00	QAR
Payment Detail(s)					
Bank's Name / A/c No.	Cheque Number	Instrument Date	Amount	Currency	
DUKHAN BANK	00009648	04.05.2023	1,416.00	QAR	
100000792506		Total :	1,416.00	QAR	
Amount in words : Qatari Riyal One Thousand Four Hundred Sixteen Only Kindly acknowledge the receipt Thanking You					
Prepared By E	Verified By E	Authorized By Receiver's Signature			
Document Date/Time:04.05.2023/16:17:29					

Umm Said Bakery

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

كيوبيك
Qbake

مخبر مسعود

(مملوك لشركة زاد القابضة ش.م.ق.ع.)

Service Period From: 14-07-22 To 11-03-23		
LEAVE ENCAHMENT	USB	OF Mr. HEM BAHADUR
UPTO	11-Mar-23	104571 - 5266
DEPARTMENT	Production	
DESIGNATION	Labour	

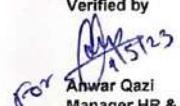
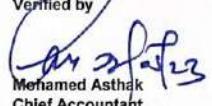
Basic salary	QR	1,000
HRA	QR	-
Transport Allowance	QR	-
Telephone Allowance	QR	-
Cost of Living Allowance	QR	-
Food Allowance	QR	300
Other Allowance	QR	-
Total Package	QR	1,300
Service Duration	4 Years 11 Months 17 Days	
Leave Category	21	
Appointment date	22-Mar-18	
Joining/Rejoining/Encashment date	14-Jul-22	
Payment Type	d-Pay Card	

LEAVE ALLOWANCE	Qr
From 14-Jul-22 to 11-Mar-23 (240 x 21) / 344 = 14.65 days @ Qr 33.33	488

HOUSE RENT ALLOWANCE	Qr
From 14-Jul-22 to 11-Mar-23 14.65 days @ Qr -	0

AIR TICKET	Qr
Amount of air fare -	
Doha-Kathmandu-Doha	928
Self	
Full Fare QR. 2000	

NET TOTAL	Qr
(Qrs. One Thousand Four Hundred Sixteen Only)	1,416

Prepared by	Verified by	Verified by	Verified by	Approved by
 Ansandeen Accountant	 Ahwar Qazi Manager HR & Admin	 Mohamed Asthak Chief Accountant	07 MAY 2023	Sameer Mohammed Sr. Finance Manager

I, the undersigned Hem Bahadur declare that I have received with thanks from Umm Said Bakery all my dues relating to salary and leave salary totaling Qr.1,416 (Qrs. One Thousand Four Hundred Sixteen 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 Umm Said 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	HEM BAHADUR
Signature	
Date	

**State Of Qatar
Residency Permit**



دوله قطر

ID.No:	28152444205	الرقم الشخصي:	
D.O.B.:	23/06/1981	تاريخ الميلاد:	
Expiry:	19/03/2023	الصلاحية:	
	نيبال	الجنسية:	
Nationality:	NEPAL		
Occupation:	عامل	المهنة:	
		الاسم:	هيمن باهادور تامانج

Name: HEM BAHADUR TAMANG

Passport Number:	09440466	رقم جواز السفر:
Passport Expiry:	26/12/2025	تاريخ انتهاء الجواز:
Serial No:	30428152444205	الرقم المسلط:
Residency Type:	عمل	نوع الرخصة:
Employer:	شركة مطاحن الدقيق القطرية	المستقدم:
Minister of the General Directorate of Passports	توقيع حامل البطاقة	
General Director of the General Directorate of Passports	Holder's signature	

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:

Full Name	Hem Bahadur Tamang		
Job Title	Labour	Employee Code	5266
Department	Production	Business Unit	Ummsaid Bakery

Leave Type

Annual [] Encashment Leave Without Pay [] Leave With Pay []

Leave Information

Leave From:	Leave up to :	No of Days :	Return to duty date:
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Contact Details while on vacation

Telephone No. :	Mobile No. : 74414961
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Address :

Email ID :

Backup employee during leave period based on a discussion with Dept. Head:

Signature of backup employee:



Signature of Employee

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

Remarks (if any):

19/04/23

Date

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

DOJ : 22/3/18	Total leave taken :
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Passport Expiry : —	QID Expiry : —
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Leave Passage & Dependent Details:

From 14/04/23 To 11/05/23 - 14 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 :	Signature :	Date : 27/4/23
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