



بنك دخان  
DUKHAN BANK

SECURITY PRINTING PRESS

Main Branch

شركات  
Corporate

رقم الشيك  
Cheque No. 00009639

Date 04-May-2023 التاریخ

إدفعوا لأمر  
أو لحامله

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

Amount \*\* THREE THOUSAND NINE HUNDRED SIXTY ONE ONLY \*\*  
in words

المبلغ  
بالدرر  
ر.ج  
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، أصلف الخط

00009639 016340 200150 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 : 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

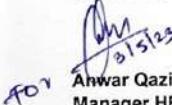
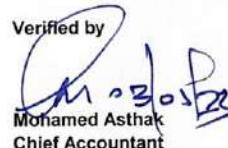
Prepared By

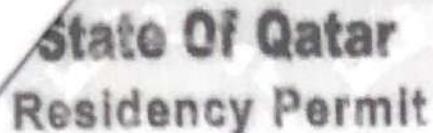
Verified By

Authorized By

Receiver's Signature

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

		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	-
		<b>Total Package</b>	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	
<b>SALARY</b>				
<b>BASIC SALARY</b>				
From	1-May-23	to	15-May-23	
	15	days @ QR	32.26	484
<b>FOOD ALLOWANCE</b>				
From	1-May-23	to	15-May-23	
	15.00	days @ QR	9.68	145
<b>LEAVE SALARY FOR 2021-2022</b>				
<b>BASIC SALARY</b>				
From	3-Dec-21	to	4-May-23	
( 517 x 21 ) / 344 =	31.56	31.56 days	33.33	1,052
<b>AIR TICKET</b>				
Amount of air fare				
Doha-Kathmandu-Doha		Economy Class		2,280
SELF				
Full Fare QR. 2280				
<b>NET TOTAL.</b>				3,961
( Qrs. Three Thousand Nine Hundred Sixty One Only )				
Prepared by	Verified by	Verified by	Verified by	Approved by
 Ansandeep Accountant	 Ahwar Qazi Manager HR & Admin	 Mohamed Asthak Chief Accountant	 07 MAY 2023 Sameer Mohammed Sr. Finance Manager	Saheem Bhat General Manager
<p>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. 9639....</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	SURESH SHRESTHA			
Signature				
Date				



دولت قطر  
رئاسة اقامة

ID.No:	28852456931	الرقم الشخصي:	
D.O.B.:	30/09/1988	تاريخ الميلاد:	
Expiry:	03/12/2022	الصلاحية:	
	نيبال	الجنسية:	
Nationality:	NEPAL		
Occupation:	عامل	المهنة:	
		الاسم:	سوريش شريستها

Name: SURESH SHRESTHA

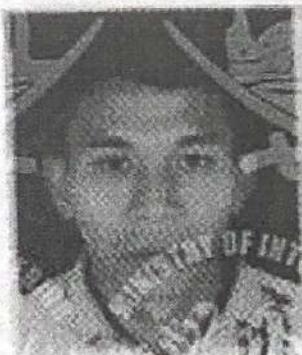
Passport Number:	09274576	رقم جواز سفر:
Passport Expiry:	02/11/2025	تاريخ انتهاء الجواز:
Serial No:	30328852456931	الرقم المعنسل:
Residency Type:	عمل	نوع الرخصة:
Employer:	شركة مطاحن الدقيق القطرية	المستقدم:
General Director of the General Directorate of Passports	مدير عام الإدارة العامة للجوازات	توقيع حامل البطاقة
		Holder's signature

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

توقيع حامل البطاقة  
Holder's signature

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Frank





### Leave Requisition Form

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

Date of Initiation: 08/04/23

Full Name : *Suresh Shrestha*  
 Job Title : *Labour* Employee Code : *5607*  
 Department : *Production* Business Unit : *Ummsaid Bakery*

#### Leave Type

Annual  Encashment  Leave Without Pay  Leave With Pay

#### Leave Information

Leave From: *16/05/23* Leave up to: *27/06/23* No of Days: *15* Return to duty date: *30/06/23*

#### Contact Details while on vacation

Telephone No. : *\*999981-2389252* Mobile No. : *\*3142 5795*

Address : 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): .....

.....  
Signature of Department Head

08/04/23  
Date

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

DOJ: <i>5/12/18</i>	Total leave taken: <i>Accoun to leave - 25</i>
Passport Expiry: <i>2/11/25</i>	QID Expiry: <i>3/12/23</i> Leave taken - <i>84</i>

*Leave taken - 01*

#### Leave Passage & Dependent Details:

*From 3/12/21 To 4/5/23 - 31.56*

*Doha - Kathmandu - Doha*

*Economy Class Air Ticket for sout.*

*Unit - HR & Admin*

*9/4/23*

#### Part 4 (Final Approval – to be filled by CEO/GM/VP)

No of Days: <i>45</i>	Signature: <i>[Signature]</i>	Date: <i>9-4-23</i>
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