



بنك دخان
DUKHAN BANK

A/C PAYEE ONLY

Main Branch

شركات
Corporate

رقم الشيك
Cheque No.

00009625

01-May-2023

التاريخ

Date

SECURITY PRINTING PRESS
Pay to the order of
or bearer

**** MOHAMMED ASIF PANDARATHIL ****

إدفعوا لأمر
أو لحامله

Amount
in words

المبلغ
بالدرر

Q.J
Q.R

7,800.00

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

00009625 0634020015 00000100000792506

Ummsaid Bakery Qatar
 Al Meena Street
 P.O Box 1444 Doha Qatar
 E-mail: info@qbake.qa



Payment Advice

Payment Date : 01.05.2023

Document Number : 2360000389

GL Account :

Payee Name :

Exchange rate :

Remarks : MOHAMMED ASIF#6706

Payment Method :

Ref.Document.no	Document Date	Document Amount	Other Deduction	Net Amount	Curr
00009625	01.05.2023	7,800.00	0.00	7,800.00	QAR
		7,800.00	0.00	7,800.00	QAR

Payment Detail(s)

Bank's Name / A/c No.	Cheque Number	Instrument Date	Amount	Currency
DUKHAN BANK	00009625	01.05.2023	7,800.00	QAR
100000792506		Total :	7,800.00	QAR

Amount in words : Qatari Riyal Seven Thousand Eight Hundred Only

Kindly acknowledge the receipt
 Thanking You

Prepared By

Verified By

Authorized By

Receiver's Signature

Document Date/Time: 02.05.2023/10:16:17

		Service Period From: 15-03-22 To 12-05-23			
106747 - 6706	LEAVE SETTLEMENT OF Mr.	USB	MOHAMMED ASIF PANIKKAVEETTIL		
TO BE RECEIVED ON	12-May-23	Basic Salary	QR	4,000	
DEPARTMENT	Dispatch	HRA	QR	1,500	
DESIGNATION	In charge - Dispatch	Transport Allowance	QR	-	
		Telephone Allowance	QR	-	
		Cost of Living Allowance	QR	-	
		Food Allowance	QR	-	
		Other Allowance	QR	-	
		Total Package	QR	5,500	
		Service Duration	0 Years 10 Months 29 Days		
		Leave Category	30		
		Appointment date	15-Mar-22		
		Joining/Rejoining/Encashment date	15-Mar-22		
		Payment Type	Bank		
LEAVE SALARY FOR 2021-2022					
BASIC SALARY					
From	15-Mar-22	to	13-Feb-23		
(335 x 30) / 335 =	30.00	days @ QR	30.00 days	133.33	
				4,000	
HOUSE RENT ALLOWANCE					
From	15-Mar-22	to	13-Feb-23		
(335 x 30) / 335 =	30.00	days @ QR	30.00 days	50.00	
				1,500	
AIR TICKET					
Amount of air fare					
Doha-Cochin-Doha	Economy Class				
SELF					2,300
Full Fare QR. 2300					
NET TOTAL					7,800
(Qrs.Seven Thousand Eight Hundred Only)					
Prepared by <i>Ansardeen</i> Ansardeen Accountant	Verified by <i>Anwar Qazi</i> Anwar Qazi Manager HR & Admin	Verified by <i>Mohamed Asthak</i> Mohamed Asthak Chief Accountant	Verified by <i>Sameer Mohammed</i> Sameer Mohammed Sr. Finance Manager	Approved by <i>Saheem Chat</i> Saheem Chat General Manager	
<p>I, the undersigned Mohammed Asif Panikkaveettil Pandarathil declare that I have received with thanks from Ummsaid Bakery all my dues relating to salary and leave salary totaling QR.7,800 (Qrs.Seven Thousand Eight Hundred Only) vide Cheque No. 9625.</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	MOHAMMED ASIF PANIKKAVEETTIL PANDARATHIL				
Signature					
Date					

**State Of Qatar
Residency Permit**



دُوَلَةُ قَطْرٍ
رِّخْصَةُ إِقَامَةٍ

الرقم الشخصي: 29535621665
تاريخ الميلاد: 15/11/1995
الصلاحية: 10/03/2023
الجنسية: الهند
الهند



Nationality: INDIA
Occupation: سائق

الاسم: محمد اسيف بانديكا فيتيل باتدار اتيل

Name: MOHAMMED ASIF PANDARATHIL

Passport Number:	R0522156	رقم جواز السفر:
Passport Expiry:	04/05/2027	تاريخ انتهاء الجواز:
Serial No:	30429535621665	الرقم المماس:
Residency Type:	عمل	نوع الرخصة:
Employer:	مخبر امسعید	المستكمل:

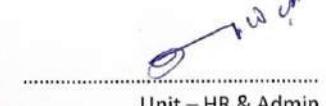
مدير عام الادارة العامة للجوازات
General Director of the General Directorate of Passports

توقيع حامل البطاقة
Holder's signature





Leave Requisition Form

Part 1 (To be filled by Employee)		Date of Initiation: 06-04-2023
Full Name : Mohammed Asif		
Job Title : Incharge-Dispatch	Employee Code : 6706	
Department : Dispatch	Business Unit : Ummsaid Bakery	
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: 13-05-2023	Leave up to : 27-06-2023	No of Days : 45
Return to duty date: 28-06-2023		
Contact Details while on vacation		
Telephone No. :	Mobile No. : +919633116924	
Address :	Email ID : masif@qbake.qa	
Backup employee during leave period based on discussion with Dept. Head: Mr Basit hanif (Reporting to) Ikhtisar Mukhtar, Wasim mansuri, Tulsi & Kamar	Signature of backup employee: <i>Ikhtisar</i>	
 <i>11 APR 2023</i>		
 Signature of Employee		
Part 2 (Department Approval – to be filled by Department Head)		
Remarks (if any): <i>marriage has been fixed for my 21st.</i>		
 Signature of Department Head		<i>09/April/2023</i> Date
Part 3 (Leave Eligibility – to be filled by HR)		
DOJ : 15/3/22	Total leave taken : <i>Accrued leave - 32</i>	
Passport Expiry : 4/5/27	QID Expiry : 10/3/24 <i>Leave taken - 21</i>	
Leave Passage & Dependent Details: <i>From 15/3/22 To 13/2/23 - 30</i> <i>Doha-Cochin-Doha</i> <i>Economy Class Air Ticket for 50/-</i>		
 Unit – HR & Admin		
Part 4 (Final Approval – to be filled by CEO/GM/VP)		
No of Days : <i>45</i>	Signature : 	Date : <i>14/4/23</i>