



بنك دخان  
DUKHAN BANK

## Main Branch

شركات  
Corporate

رقم الشيك  
Cheque No.

00007931

Date 06-Feb-2023 التاريخ

Pay to the order of **\*\* NARAYAN PRASAD KHATIWADA \*\***  
or bearer

إدفعوا لأمر  
أو لحامله

Amount **\*\* ONE THOUSAND ONE HUNDRED NINETY ONLY \*\***  
in words

المبلغ  
بالحروف

رق  
QR

1,190.00

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

0000793 1 01:6340200 151:00000 100000792506

P.O Box

E-mail:

كيوبيك  
Qbake

**Payment Advice**

**Payment Date : 06.02.2023**

**Document Number : 2360000072**

**NARAYAN PRASAD K**

**Supplier code :104463**

**Doha**

**QA -**

**Dear Sir / Madam,**

**Exchange rate :**

**Remarks : LE NARAYAN PRASAD#5169**

**Payment Method :**

Invoice Ref.	Invoice Date	Invoice Amount	Withhold Tax	Other Deduction	Net Amount	Curr
00007931	06.02.2023	1,190.00	0.00	0.00	1,190.00	QAR
		1,190.00	0.00	0.00	1,190.00	QAR

**Payment Detail(s)**

Bank's Name / A/c No.	Cheque Number	Instrument Date	Amount	Currency
DUKHAN BANK	00007931	06.02.2023	1,190.00	QAR
		<b>Total :</b>	1,190.00	QAR

**Amount in words : Qatari Riyal One Thousand One Hundred Ninety Dirham Only**

**Kindly acknowledge the receipt Thanking You**

**Authorized Signatory**

**Receiver's Signature**

# S  
AK

**Document Date/Time:06.02.2023/12:47:21**

**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: 26-07-22 To 14-01-23			
<b>LEAVE ENCASHMENT</b>		USB	OF Mr.NARAYAN PRASAD KHATIWADA
UPTO		14-Jan-23	104463 - 5169
DEPARTMENT		Sales	
DESIGNATION		Van Salesman	

  

Basic salary	QR	1,500
HRA	QR	-
Transport Allowance	QR	-
Telephone Allowance	QR	-
Cost of Living Allowance	QR	-
Food Allowance	QR	-
Other Allowance	QR	-
<b>Total Package</b>	<b>QR</b>	<b>1,500</b>
Service Duration	4 Years 11 Months 21 Days	
Leave Category	21	
Appointment date	24-Jan-18	
Joining/Rejoining/Encashment date	26-Jul-22	
Payment Type	d-Pay Card	

  

**LEAVE ALLOWANCE**

From 26-Jul-22 to 14-Jan-23

( 172 x 21 ) / 344 = 10.50 days @ Qr 50.00 = 525

  

**HOUSE RENT ALLOWANCE**

From 26-Jul-22 to 14-Jan-23

10.50 days @ Qr - = 0

  

**AIR TICKET PRORATA BASIS**

Amount of air fare Doha-Kathmandu-Doha Economy Class 665

Self Full Fare QR. 2000

  

**NET TOTAL**

1,190

( Qrs.One Thousand One Hundred Ninety Only )

  

Prepared by <i>[Signature]</i> Kasandeen Accountant	Verified by <i>[Signature]</i> Wasim Sr. Executive HR	Verified by <i>[Signature]</i> Anwar Qazi Asst. Manager HR & Admin	Verified by <i>[Signature]</i> Mohamed Asthak Chief Accountant	Verified by <i>[Signature]</i> Sameer Mohammed Sr. Finance Manager	Approved by <i>[Signature]</i> Sameer Bhat General Manager
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I, the undersigned Narayan Prasad Khatiwada declare that I have received with thanks from Ummsaid Bakery all my dues relating to salary and leave salary totaling Qr.1,190( Qrs.One Thousand One Hundred Ninety 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 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 **NARAYAN PRASAD KHATIWADA**

Signature \_\_\_\_\_

Date \_\_\_\_\_



State Of Qatar  
Residency Permit



دولة قطر  
رخصة إقامة

ID.No: 28752437455

الرقم الشخصي:

D.O.B.: 03/03/1987

تاريخ الميلاد:

Expiry: 21/01/2024

الصلاحية:

نيبال

الجنسية:

Nationality: NEPAL

Occupation: سائق

المهنة:

الاسم: نارايان براساد خاتيوادا



Name: NARAYAN PRASAD KHATIWADA

Passport Number:

06553790

رقم جواز السفر:

Passport Expiry:

22/02/2025

تاريخ انتهاء الجواز:

Serial No:

31128752437455

الرقم المسلسل:

Residency Type:

عمل

نوع الرخصة:

Employer:

مخبز امسيد

المستقدم:

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

توقيع حامل البطاقة  
Holder's signature

Narayan K.



**Leave Requisition Form****Part 1 ( To be filled by Employee )**

Date of Initiation: 23.01.2023

Full Name : NARAYAN PRASAD KHATIWADA

Job Title : SALESMAN

Employee Code : 5169

Department : SALES

Business Unit : 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:

**Contact Details while on vacation**

Telephone No. :

Mobile No. :

Address :

Email ID :

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

Signature of backup employee:

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

Remarks (if any): To be processed if due

Signature of Department Head

Date

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

DOJ : 24/01/18

Total leave taken :

Passport Expiry : -

QID Expiry : -

Leave Passage &amp; Dependent Details:

From 26/07/22 To 14/01/23 - 10.50

Doha - Kathmandu - Doha

Economy Class Air Ticket for self.

Unit – HR &amp; Admin

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

No of Days :

Signature :

Date 25.1.23