

Doc. Number	2360000142	Company Code	5301	Fiscal Year	2023
Doc. Date	30.04.2023	Posting Date	30.04.2023	Period	04
Calculate Tax	<input type="checkbox"/>				
Ref.Doc.	NAZIR LC004601				
Doc. Currency	QAR				
Doc. Hdr Text	Nazir LC004601				

Debit	Credit	Description	Debit	Credit
50 109102	BBO-P-CA100000279773	23600001422023		8,730.00-
40 207001	PAY-Leave Salary	23600001422023		1,902.00
40 207002	PAY-Air Fare	23600001422023		2,330.00
40 202000	Provision For FOSB	23600001422023		24,121.00
40 401101	VC-Normal Overtime	23600001422023		425.00
50 401500	FC-Basic SALARY	23600001422023		39.00-
50 401504	FC-Other Allowance	23600001422023		9.00-

HAB

R.



25 Dec 2023 (16.1)

Service Period From: 30-Dec-2018 To: 30-Mar-2023

FULL AND FINAL SETTLEMENT OF Mr.	NAZIR AHMED KHALIQ DAD
TO BE RECEIVED ON	30-Mar-23
DEPARTMENT	Operation
DESIGNATION	Steel Fixer

Basic Salary	QR	1,200
HRA	QR	
Transport Allowance	QR	
Telephone Allowance	QR	
Cost of Living Allowance	QR	
Other Allowance	QR	300
Total Package	QR	1,500
Service Duration		4 Years 3 Months 0 Days
Leave Category		21
Appointment date		30-Dec-18
Joining/Rejoining/Encashment date		30-Dec-20

LEAVE SALARY FOR 2022-2023

BASIC SALARY

From	30-Dec-20	to	17-Nov-22	
(688 x 21) / 344 =	42.00	days @ Qr	40.00	
From	30-Dec-22	to	30-Mar-23	1,680.00
(91 x 21) / 344 =	5.56	days @ Qr	40.00	222.00

AIR TICKET

Amount of air fare	
Doha - Islamabad - Doha	Economy Class
Self	2,330.00

END OF SERVICE BENEFITS

From	30-Dec-2018 to	30-Mar-2023	4,121.00
(1552 Days)			
(1200 x 21 / 26 x 1552 / 365)			

OVER TIME /TRIP MONEY

OT Category	Hours	Factor	Rate Per Hour	Amount
Mar 2023- Normal Hours	68	1.25	5.00	425.00
Mar 2023- Holiday Hours	0	1.5	5.00	-

Less: Advance

Absent Days Mar-23	1 Day	48.39	(48.39)
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NET TOTAL

(Qrs.Eight Thousand Seven Hundred Thirty Only)	8,730.00
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Prepared by

Mohd Ahmad
Accountant

Verified by

MD Shahbaz
Manager - Finance

Verified by

Samer Al Aridi
Sr. Manager-HR & Admin

Approved by

Dr. Hossam Banna
General Manager

I, the undersigned Nazir Ahmed Khalid Dad declare that I have received with thanks from ALCAT CONTRACTING COMPANY all my dues relating to salary, leave salary and end of service totaling Qr.8,730(Qrs.Eight Thousand Seven Hundred Thirty Only) vide cash.

I further declare that by receiving the total amount stated above, no further amounts of any type or origin remain due from ALCAT Contracting Company 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.

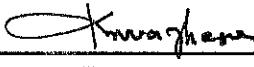
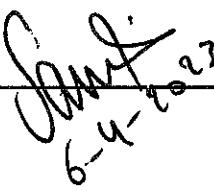
Name **NAZIR AHMED KHALIQ DAD**

Signature _____

Date _____

ALCAT CONTRACTING COMPANY

FINAL SETTLEMENT ADVISE FORM

Employee Name	Nazir Ahmed Khaliq Dad			Salary Particulars	
IC No.	4601	Date of Last Revision	20-Mar-21		
Date of Joining day	30-Dec-18	Basic Salary	1200.00		
Date of Last working day	30-Mar-23	House Rent Allowance	NO		
Contract Type	Unlimited	Cost of Living Allowance	NO		
Contract Expiry Date	N/A	Transport Allowance	NO		
Leave Category	21 days	Other Allowance	NO		
Status	Bachelor	Mobile allowance	NO		
End of Service Type	Resigned	Food Allowance	300.00		
			Total Package	1,500.00	
Entitlements for Final Settlement					
Salary for work done untill last day of Working	From Date	01.03.2023	To Date	31.03.23(PAID P. ROLL)	
Please tick (✓) as per the Entitlement					
Basic Salary	<input checked="" type="checkbox"/>				
House Rent Allowance	<input type="checkbox"/> NO				
Cost of Living Allowance	<input type="checkbox"/> NO				
Transport Allowance	<input type="checkbox"/> NO				
Other Allowance	<input checked="" type="checkbox"/>				
Overtime					
No of Hours	Regular Days	68	Fridays	N/A	
	Special Holidays	N/A			
Leave Allowance	From Date	30-Dec-20	To Date	30-Mar-23	
Please tick (✓) as per the Entitlement					
Basic Salary	<input checked="" type="checkbox"/>				
House Rent Allowance	<input type="checkbox"/> N/A				
Cost of Living Allowance	<input type="checkbox"/> N/A				
Transport Allowance	<input type="checkbox"/> N/A				
Other Allowance	<input type="checkbox"/> N/A				
Air Ticket	<input type="checkbox"/> YES				
No. of Tickets (in years, as applicable)	1-Jan				
Applicable month for Air Fare	22-Nov				
Provide Details					
Destination	Doha-Islamabad-Doha				
Adult	N/A				
Child	N/A				
Infant	N/A				
Any Compensatory off available for Encashment (Please specify days with approvals)					
End of Service Benefits (EOSB)	From Date	30-Dec-18	To Date	30-Mar-23	
Please tick (✓) as per the Entitlement					
Basic Salary	<input checked="" type="checkbox"/>				
House Rent Allowance	<input type="checkbox"/> N/A				
Cost of Living Allowance	<input type="checkbox"/> N/A				
Transport Allowance	<input type="checkbox"/> N/A				
Other Allowance	<input type="checkbox"/> N/A				
# If, EOSB has been paid earlier, please specify the last payment cut off date	N/A				
Supporting Documents Checklist	Please Check (✓)				
Time Card	<input checked="" type="checkbox"/>				
Over time Sheet	<input checked="" type="checkbox"/>				
Contract Copy (Latest)	<input checked="" type="checkbox"/>				
Salary Increment Letter (if any)	<input type="checkbox"/> N/A				
Approval for Compensatory Off (if any)	<input type="checkbox"/> N/A				
Incentive to be paid (if any)	<input type="checkbox"/> N/A				
Vehicle Details	<input type="checkbox"/> N/A				
Note : Finance team to check all employee advance / loans pending.					
Prepared By	 Kwaghene 6/4/23				
 S.M.F 6-4-23					Cleared By



ALCAT
CONTRACTING

REF: HR-RES/03/23/06

Dated: 21-March -2023

To,

Mr. Nazir Ahmed Khalid Dad,
Emp Code No: 4601,
Steel Fixer,
ACC Division.

Subject : **ACCEPTANCE OF YOUR RESIGNATION**

Dear Nazir,

This refers to your resignation letter dated 1st March 2023 from the company's services.

The Management hereby accepts your resignation. You will be relieved from your responsibilities with effect from the closing hours of 30th March 2023.

You are requested to collect your final settlement after submitting the required internal and external clearance form to the Finance department.

Samer Al Aridi

Sr. Manager – Human Resources & Admin.

CC:

- Finance department
- Operation Department



ALCAT Contracting Co.W.L.L.
(A Subsidiary of Zad Holding Company Q.P.S.C)



ر.س.د. ت.ل.م.ل.ل. ل.ك.ا.م.ر
ZAD HOLDING COMPANY Q.P.S.C.



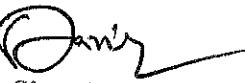
JOINING REPORT

Date: December 30, 2018

1. Employee No. 4601
2. Name Nazir Ahmed Khalid Dad
3. Designation Steel Fixer
4. Department Operations
5. Business Unit A.C.C.
6. Date of entry _____
٢٠١٩

Signature of employee

7. Date of Joining: 30th December 2018

Samer Al Aridi Name of Unit - HR	 Signature	<u>14/1/19</u> Date
Harish Bandi Name of Department Head	 Signature	<u>9/1/19</u> Date
Hoss Chebli Banna Name of GM	 Signature	 Date



W601

27th December, 2018

Mr. Nazir Ahmed Khalid Dad,
Doha.

Dear Mr. Nazir Ahmed,

We refer to the discussions we had with you recently and are pleased to confirm our offer of employment to you on the following terms:

1. **Job Title**

Your designation will be Steel Fixer.

2. **Date of Joining**

We would like you to join us not later than 30th December 2018.

3. **Tenure of Employment**

You will be on Probation for a period of six months from the date of your joining. During the Probation period, your service will be liable to be terminated by the Company without assigning any reasons with Three days notice.

Upon completion of Probation period the contract will be in force for unlimited period.

4. **Monthly remuneration**

Your basic salary will be QAR 1200/- (QAR One Thousand & Two Hundred only) per month.

5. **Accommodation**

You will be provided with bachelor sharing accommodation as per Company's policy in this regard.

6. **Transport**

You will be provided with office transport between residence and office.

7. **Joining & Leave Passage**

The Company will provide and pay for the economy class air passage between Doha-Islamabad-Doha for every two years as leave passage.

8. **Leave**

You will be entitled to annual paid leave of twenty one days for each completed year of service, and can only be taken at such time as may be determined by the Management.



ALCAT Contracting Co. W.L.L.

Basic QAR. 1,200/-
food allowance (QAR. 3.00)= increased on
20 - March - 2021 based on Qatar Labour Law. *[Signature]*

وزارة التنمية الإدارية والعمل والشؤون الاجتماعية - إدارة علاقات العمل

التاريخ: 24-04-2019 | رقم التصديق: 70886

تصديق إدارة علاقات العمل بوزارة التنمية الإدارية والعمل والشؤون الاجتماعية بدولة قطر على صحة الترخيص والجوازات لشركة الكات للمقاولات الموجود على هذه الوثيقة دون اذن مسؤولية لهذا الادارة فيما يخص بمحترفات الوثيقة

الطبقة الأولى

الطبقة الثانية

الطبقة الثالثة

لا يصدق بالمعنى المفهوم على مقتضاه بحسب ما في وثائق وزارة التنمية الإدارية والعمل والشؤون الاجتماعية

عقد عمل

معاهدة ملائمة



20190144571

الله في يوم الثلاثاء الموافق 2019/03/26
محل التعاقد الدوحة قطر

الطرف الأول :

شركة الكات للمقاولات بصفته صاحب العمل .
 وعنوانه: (المنطقة: 24 الشارع: 200 المبنى: 0)

والطرف الثاني العامل :

اسم العامل : ناصر خالد داد احمد
المؤهل العلمي : غير محدد
الجنسية : باكستان

الرقم الشخصي او التأشيرة : 28058603753

محل الاكتفاء : (المنطقة: 19 الشارع: 200 المبنى: 383)

اتفاق الطرفان على ما يلى :

ان يحصل الطرف الثاني لسدى الطرف الأول بهذه : حامل
ويأجر أساساً كده (1200 "القط" ألف و مئتا ريال قطري لا غير .)

بدل معيشة: //

بدل التنقل : //

بدل مسكن : // " تم توفير سكن "

أخرى : //

اجمالي الأجر الشهري : (1200 "القط" ألف و مئتا ريال قطري لا غير .)

تاريخ مباشرة العمل : 2018/12/30

مدة العقد : غير محدد المدة

فترة الاختبار (6) أشهر تبدأ من تاريخ مباشرة الطرف الثاني للعمل .

نفقات السفر :

يتحمل الطرف الأول نفقات سفر الطرف الثاني من (اسلام ايد) الى مكان العمل بدولة قطر وكذا نفقات جوئنه اليها ، كما يتحمل الطرف الأول نفقات سفر الطرف الثاني دهلياً وايضاً أثناء فترة الاجازة . (كل ستين).

السكن والمعيشة اليومية :

يوفر الطرف الأول سكن مناسب للعامل مجاناً مزود بالأسرة ودورات المياه المناسبة وفقاً للقرارات الوزارية او منه بدل سكن.

التنقل :

يوفر الطرف الأول للطرف الثاني وسيلة التنقل المناسبة من السكن الى مكان العمل وارجاعه للسكن او منه بدل التنقل .

الإجازات :

يحصل العامل على إجازة رسمية كل سنة ثلاثة أيام بمناسبة عيد النصر ، ثلاثة أيام بمناسبة عيد الأضحى ، يوم واحد بمناسبة اليوم الوطني . يوم واحد بمناسبة اليوم الرياضي ، كما يحصل على إجازة لمدة ثلاثة أيام ويحدد مدة إجازاته صاحب العمل ، بالإضافة إلى إجازة سنوية لا تقل عن ثلاثة أيام ، و تكون الإجازة لرعة أسلوبية (ذا كانت خدمة العامل خمسة سنوات فأكثر ، وفقاً للمادة (72 ، 78 ، 79).

مكافأة نهاية الخدمة : وفقاً لاحكام قانون العمل القطري .

الرعاية الطبية :

يوفر الطرف الأول للطرف الثاني العلاج الطبي اللازم طبقاً للأنظمة واللوائح المعتمد بها بدوائه قطر .

تضليل الاستقدام :

لا يتحمل الطرف الثاني رسوم تكاليف الاستقدام .

يعتبر قانون العمل القطري رقم (14) لسنة 2004 والقرارات المنفذة له الأساس القانوني للنصوص هذا العقد .

الطرف الأول - صاحب العمل

الطرف الثاني - العامل



ALCAT Contracting Co. W.L.L.
(A Subsidiary of Zad Holding Company S.A.Q.)

P.O. Box : 681, Doha, Qatar

Tel: +974 4443 4241, Fax: +974 4441 2872

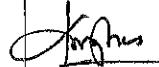
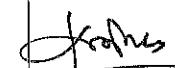
Email: Info@alcatqatar.com | www.alcatqatar.com

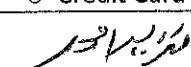
C.R. No.: 53



Internal Clearance Form

Date of Initiation:

Full Name : Nazir Ahmed Khalifa Dad				
Job Title : Labor		Employee Code : 4601		
DOJ : 30 -Dec-2018		Last working day : 31.03.2023		
Department : Operation		Business Unit : ACC		
Reporting to :		Date of leaving :		
Particulars	Condition Of Return	Recoveries If Any	Charge Taken By	Signature Of Head Of Department
DEPARTMENT <ul style="list-style-type: none"> • Files/Register/Documents • Manuals • Tools • Safety Equipment 	— <i>N/A</i>	<i>N/A</i>		
IT <ul style="list-style-type: none"> • Computer / Laptop • Flash Drive • Email ID Deactivation • Mobile Handset • Sim Card • Telephone 	—	<i>N/A</i>		
WORKSHOP <ul style="list-style-type: none"> • Vehicle 	—	<i>N/A</i>		
STORES	—	<i>N/A</i>		
HR/ADMINISTRATION <ul style="list-style-type: none"> • Company Accommodation • Health Card • Insurance Card • Employee ID Card • Legal Case 	✓	<i>- Showing -</i>		
FINANCE <ul style="list-style-type: none"> • Advance • Company Loan • Any Other • Bank Related <ul style="list-style-type: none"> ◦ Personal Loan ◦ Credit Card 	—	<i>- To be Considered -</i>		

Signature (Employee) :- 

Unit - HR :- 