

2360000012



Service Period From: 16 Mar 2022 To: 31-Dec-2022

FULL AND FINAL SETTLEMENT OF Mr.	RIMAH ABOU GHaida
TO BE RECEIVED ON	31-Dec-22
DEPARTMENT	4809
DESIGNATION	Mechanic

Basic Salary	QR	2,300
HRA	QR	
Transport Allowance	QR	
Telephone Allowance	QR	
Cost of Living Allowance	QR	-
Other Allowance	QR	
Total Package	QR	2,300
Service Duration	0 Years 9 Months 15 Days	
Leave Category	21	
Appointment date	16-Mar-22	
Joining/Rejoining/Encashment date	16-Mar-22	

LEAVE SALARY FOR 2022

BASIC SALARY

From	16-Mar-22	to	31-Dec-22
(291 x 21) / 344 =		17.76 days	
	17.76	days @ Qr	76.67
			1,362.00

END OF SERVICE BENEFITS

From	16-Mar-2022	to	31-Dec-2022
(291 Days)			

OVER TIME /TRIP MONEY

OT Category	Hours	Factor	Rate Per Hour	Amount
Nov 2022- Normal Hours	0	1.25	9.58	-
Nov 2022- Holiday Hours	0	1.5	9.58	-
Dec 2022- Normal Hours	59	1.25	9.58	706.77
Dec 2022- Holiday Hours	0	1.5	9.58	-

Less: Advance (Traffic Violations) -

NET TOTAL **2,069.00**

(Qrs.Two Thousand Sixty Nine Only)

Prepared by

Mohd Ahmad
Accountant

Verified by

MD Shahbaz
Manager - Finance

Verified by

Samer Al Aridi
09 Jan 2023
Sr. Manager-HR & Admin

Approved by

Dr. Hossam Banna
General Manager

I, the undersigned Rimah Abou Ghaida 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.2,069(Qrs.Two Thousand Sixty Nine 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 **RIMAH ABOU GHaida**

Signature _____

Date _____

ALCAT CONTRACTING COMPANY

FINAL SETTLEMENT ADVISE FORM

Employee Name	Rimah Abou Ghaida	Salary Particulars	
LC No.	4809	Date of Last Revision	NO
Date of Joining day	16-Mar-22	Basic Salary	2300.00
Date of Last working day	31-Dec-22	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	NO
Entitlements for Final Settlement		Total Package	2,300.00

Salary for work done until last day of Working	From Date	PAID	To Date	PAID
Please tick (✓) as per the Entitlement				
Basic Salary	NO			
House Rent Allowance	NO			
Cost of Living Allowance	NO			
Transport Allowance	NO			
Other Allowance	NO			
Overtime				
No of Hours	Regular Days	59	Fridays	0
	Special Holidays	N/A		
Leave Allowance	From Date	16-Mar-22	To Date	31-Dec-22
Please tick (✓) as per the Entitlement				
Basic Salary	✓			
House Rent Allowance	N/A			
Cost of Living Allowance	N/A			
Transport Allowance	N/A			
Other Allowance	N/A			
Air Ticket	N/A			
No. of Tickets (in years, as applicable)	N/A			
Applicable month for Air Fare	N/A			
Provide Details				
Destination	N/A			
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	N/A	To Date	N/A
Please tick (✓) as per the Entitlement				
Basic Salary	N/A			
House Rent Allowance	N/A			
Cost of Living Allowance	N/A			
Transport Allowance	N/A			
Other Allowance	N/A			

If, EOSB has been paid earlier, please specify the last payment cut off date

N/A

Supporting Documents Checklist
 Time Card
 Over time Sheet
 Contract Copy (Latest)
 Salary Increment Letter (if any)
 Approval for Compensatory Off (if any)
 Incentive to be paid (if any)
 Vehicle Details
 Note : Finance team to check all employee advance / loans pending.

Please Check (✓)
✓
✓
✓
N/A
N/A
N/A
N/A

Prepared By

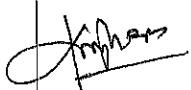
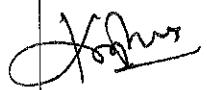
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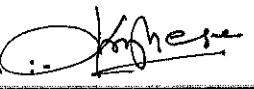
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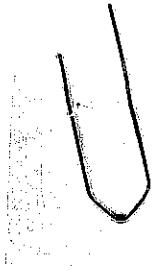
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Internal Clearance Form

Date of Initiation:

Full Name :	Rimah Abou Ghaida		
Job Title :	Diesel Mechanic	Employee Code :	4809
DOJ :	16-March-2022	Last working day :	31/12/2022
Department :	Operations	Business Unit :	ACC
Reporting to :	Date of leaving :		
Particulars	Condition Of Return	Recoveries If Any	Charge Taken By
DEPARTMENT • Files/Register/Documents • Manuals • Tools • Safety Equipment			
IT • Computer / Laptop • Flash Drive • Email ID Deactivation • Mobile Handset • Sim Card • Telephone	- N \ R		
WORKSHOP • Vehicle	No dues		
STORES			
HR/ADMINISTRATION • Company Accommodation • Health Card • Insurance Card • Employee ID Card • Legal Case	- Sherry - To be handed -		
FINANCE • Advance • Company Loan • Any Other • Bank Related o Personal Loan o Credit Card		n/a	

Signature (Employee) :- Unit - HR :- 



REF: HR-RES/12/22/21

Dated: 25-December -2022

To,

Mr. Rimah Abou Ghaida,
Emp Code No: 4809,
Diesel Mechanic,
ACC Division.

Subject : ACCEPTANCE OF YOUR RESIGNATION

Dear Rimah,

This refers to your resignation letter dated 25th September 2022 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 31st December 2022.

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

Schmidt

Samer Al Aridi
Sr. Manager – Human Resources & Admin

CC:

Rinaldo

- Finance department
 - Operation Department

Attachments: Internal & External Clearance Forms



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

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