

Service Period From: 20-Mar-2018 To: 15-Nov-2025		
FULL AND FINAL SETTLEMENT OF Mr.		HARWINDER SINGH
TO BE RECEIVED ON	15-Nov-25	4453
DEPARTMENT	Operation	
DESIGNATION	Heavy Driver	

Basic Salary	QR	1,700
HRA	QR	-
Transport Allowance	QR	-
Telephone Allowance	QR	-
Food Allowance	QR	-
Other Allowance	QR	300
Total Package	QR	2,000
Service Duration	7 Years 7 Months 26 Days	
Leave Category		30
Appointment date		20-Mar-18
Delay Days		429
Joining/Rejoining/Encashment date		23-May-25

BASIC SALARY

From 01-Nov-25 to 15-Nov-25
 15.00 days @ Qr 56.67 850.00

OTHER ALLOWANCE

From 01-Nov-25 to 15-Nov-25
 15.00 days @ Qr 10.00 150.00

LEAVE SALARY

BASIC SALARY

From 23-May-25 to 15-Nov-25
 (177 x 30) / 335 = 15.85 days
 15.85 days @ Qr 56.67 898.17

END OF SERVICE BENEFITS

From 20-Mar-2018 to 15-Nov-2025
 (2798 Days)
 (1700 x 21 / 26 x 2798 / 365) 10,526.00

OVER TIME /TRIP MONEY

OT Category	Hours	Factor	Rate Per Hour	Amount
Oct - 2025- Normal Hours	46	1.25	7.08	407.00
Nov - 2025- Normal Hours	24	1.25	7.08	213.00

NET TOTAL

13,044.00

(Qrs.Only)

Prepared by

Ahamed Rikas
Sr.Executive-Finance

Verified by

Md. Shahbaz
Sr.Manager - Finance

Verified by

Samer Al Aridi
Sr. Manager-HR & Admin

Approved by

Dr. Hossam Banna
General Manager

I, the undersigned Harwinder Singh 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.13,044(Qrs.Only) vide cheque.

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 **HARWINDER SINGH**

Signature

Date

Cheque Number

Cheque Date & Bank

ALCAT CONTRACTING

FINAL SETTLEMENT ADVISE FORM

Employee Name	Harwinder Singh	Salary Particulars	
Emp. Code	4453	Date of Last Revision	NO
Date of Joining day	20-Mar-18	Basic Salary	1700.00
Date of Last working day	17-Nov-25	House Rent Allowance	NO
Contract Type	Unlimited	Cost of Living Allowance	NO
Contract Expiry Date	N/A	Transport Allowance	NO
Leave Category	30 days	Other Allowance	NO
Status	Bachelor	Mobile allowance	NO
End of Service Type	Resigned	Food Allowance	300.00
		Total Package	2,000.00

Entitlements for Final Settlement

Salary for work done untill last day of Working

From Date

01-Nov-25

To Date

15-Nov-25

Please tick (✓) as per the Entitlement

Basic Salary

✓

House Rent Allowance

NO

Cost of Living Allowance

NO

Transport Allowance

NO

Other Allowance

✓

Overtime

No of Hours

70

Fridays

N/A

Special Holidays

N/A

Leave Allowance

From Date

23-Nov-25

To Date

15-Nov-25

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

20-Mar-18

15-Nov-25

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

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

N/A

Supporting Documents Checklist

Please Check (✓)

Time Card

✓

Over time Sheet

✓

Contract Copy (Latest)

✓

Salary Increment Letter (if any)

N/A

Approval for Compensatory Off (if any)

N/A

Incentive to be paid (if any)

N/A

Vehicle Details

✓

Note: Finance team to check all employee advance / loans pending.

Prepared By

Cleared By

22/11/25

23-11-25



ALCAT
CONTRACTING

REF: HR-RES/11/25/06

Dated: 16th November-2025

To,

Mr. Harwinder Singh,
Emp Code No: 4453, /
Heavy Driver /
ACC Division.

Subject : ACCEPTANCE OF YOUR RESIGNATION

Dear Harwinder,

This refers to your resignation letter dated 17th September 2025 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 17th November 2025.

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
- Operations Department

Attachments: Internal & External Clearance Forms.



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



شركة الكات للمقاولات ذ.م.م.
(مملوكة لشركة زاد القابضة ق.ب.س.ج)
ص.ب. ٦٨١، الدوحة، قطر
هاتف: ٤٤٤٣ ٤٢٤١، فاكس: ٤٤٤١ ٢٨٧٢
www.alcatqatar.com | info@alcatqatar.com
بريد إلكتروني: info@alcatqatar.com
السجل التجاري رقم ٥٣



JOINING REPORT

Date 20/3/18

1. Employee No.

HH53

2. Name

Harwindel Singh

3. Designation

Heavy Duty Driver

4. Department

Operations

5. Business Unit

D. C. C.

6. Date of entry

Harwindel Singh
Signature of employee

7. Date of Joining:

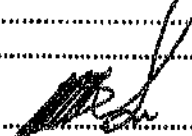
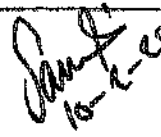
20/3/18

<u>Samer Al Aridi</u> Name of Unit – HR	<u>Sami</u> Signature	<u>31-3-18</u> Date
<u>Sami Saeed</u> Name of Department Head	<u>[Signature]</u> Signature	<u>29/3/18</u> Date
 Name of GM / VP / CEO	<u>[Signature]</u> Signature	 Date

Leave Requisition Form

Part 1 (To be filled by Employee)		Date of Initiation:	
Full Name : Harwinder Singh			
Job Title : Heavy Duty Driver		Employee Code : 4453	
Department : Operation		Business Unit : ACC	
Leave Type			
Annual [] Encashment <input checked="" type="checkbox"/> 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:	

Harwinder Singh
 Signature of Employee

Part 2 (Department Approval – to be filled by Department Head)	
Remarks (If any):	
 Signature of Department Head	
Date	
Part 3 (Leave Eligibility – to be filled by HR)	
DOI: 2013/2018	Total leave taken: 20/12/22 - 51 days
Passport Expiry: N/A	QID Expiry: N/A
Leave Passage & Dependent Details:	
Doha- Doha - Doha by economy class <i>9/12/25</i>  Unit – HR & Admin	
Part 4 (Final Approval – to be filled by CEO/GM/VP)	
No of Days :	Signature : <i>HS</i>
Date :	

hpb
 28/2/25



Period From: 31-Mar-23 to 28-Feb-25

LEAVE ENCASHMENT	Mr. HARWINDER SINGH
UPTO	28-Feb-25 4453
DEPARTMENT	OPERATIONS
DESIGNATION	Heavy Duty Driver

Basic salary	QR	1,700
HRA	QR	-
Transport Allowance	QR	-
Telephone Allowance	QR	-
Other Allowance	QR	300
Food Allowance	QR	-
Total Package	QR	2,000
Service Duration	6 Years 11 Months 8 Days	
Leave Category	21	
Appointment date	20-Mar-18	
Delay Days	376.00	
Revised Encashment Date	31-Mar-19	
Joining/Rejoining/Encashment date	31-Mar-23	

LEAVE ALLOWANCE

Qr

From	31-Mar-23	to	09-Mar-24	
(344 x 21) / 344 =		21.00	days	
21.00	days @ Qr	56.67		1,190
From	31-Mar-24	to	28-Feb-25	
(335 x 30) / 335 =		30.00	days	
30.00	days @ Qr	56.67		1,700

HOUSE RENT ALLOWANCE

From	31-Mar-23	to	28-Feb-25	
51.00	days @ Qr			0

AIR TICKET

Amount of air fare		2,300
Doha-Delhi-Doha	Economy Class	
Self		
Full Fare QR. 2300		

NET TOTAL




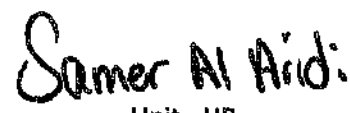


5,190

(Qrs.Five Thousand One Hundred Ninety Only)

Prepared by	Verified by	Verified by	Approved by
Ahamed Rikas Accountant	Md. Shahbaz Manager- Finance	Samer Al Aridi Sr. Manager- HR	Hoss Chebli Banna General Manager



Return to Work Notice

To be filled by Employee		Date of Initiation: 04/05/2025	
Full Name : Harwinder Singh			
Job Title : Heavy Duty Driver		Employee Code : 4453	
Department : Operation		Business Unit : ACC	
Leave Type:			
Annual Leave [] Leave without pay [X] Leave With Pay [] Emergency [] Business Trip []			
Leave From: 11/1/25	Leave up to: 11/3/25	Return to duty date: 04/05/2025	
No of approved leave days: 60		No of Days Delayed: 53	
If Delayed, Reason:			
"Leave extension approved by Samir"			
Please specify if any medical treatment undergone during leave period:			
 Signature of Employee			
 Department Head		 Signature	
		4/4/25 Date	
 Unit - HR		 Signature	
		5-5-25 Date	
Remarks :			
CEO / GM / VP		 Signature	
		Date	
Remarks :			

**Absenteeism / Sick Leave****Part 1 (To be filled by Employee)**

Full Name :	Harnwinder Singh		
Job Title :	Driver	Employee Code :	4453
Department :	Operation	Business Unit :	

Leave Information

Leave From:	Leave up to :	No of Days :	Return to duty date:
Medical Certificate : Submitted / Not Submitted			

Employee's Explanation:

Absent- 16/11/25 Fight in Room

Signature of Employee

Remarks (if any):

Signature of Department Head

Date

Remarks (if any):

Signature of Unit HR

Date

Leave with Pay []

Penalty []

Leave without Pay [☒]

Suspension for Days

Date:

Signature of CEO / GM / VP

**Absenteeism / Sick Leave****Part 1 (To be filled by Employee)**

Full Name : <i>Harwinder Singh</i>			
Job Title : <i>Heavy Duty Driver</i>		Employee Code : <i>4453</i>	
Department : <i>Operation</i>		Business Unit :	
Leave Information			
Leave From:	Leave up to :	No of Days :	Return to duty date:
Medical Certificate : Submitted / Not Submitted			

Employee's Explanation:

Absent - 17/11/25

Signature of Employee

Remarks (if any):

Signature of Department Head

Date

Remarks (if any):

Signature of Unit HR

Date

Leave with Pay []

Penalty []

Leave without Pay [☒]

Suspension for Days

Date:

Signature of CEO / GM / VP

Total Time Card

Employee ID	First Name	Position	Date	Weekday	Clock In	Clock Out	Total Hours	Absence
4453	Harwinder Singh	Heavy Duty Driver	2025-10-14	Tuesday	04:42	16:54	12:12	
4453	Harwinder Singh	Heavy Duty Driver	2025-10-15	Wednesday	03:16	17:31	14:15	
4453	Harwinder Singh	Heavy Duty Driver	2025-10-16	Thursday	02:08	17:24	15:16	
4453	Harwinder Singh	Heavy Duty Driver	2025-10-17	Friday				
4453	Harwinder Singh	Heavy Duty Driver	2025-10-18	Saturday		17:17		
4453	Harwinder Singh	Heavy Duty Driver	2025-10-19	Sunday	04:02	16:59	12:57	
4453	Harwinder Singh	Heavy Duty Driver	2025-10-20	Monday	03:48	17:03	13:15	
4453	Harwinder Singh	Heavy Duty Driver	2025-10-21	Tuesday	03:54	16:58	13:04	
4453	Harwinder Singh	Heavy Duty Driver	2025-10-22	Wednesday	03:23	17:19	13:56	
4453	Harwinder Singh	Heavy Duty Driver	2025-10-23	Thursday	03:49	16:57	13:08	
4453	Harwinder Singh	Heavy Duty Driver	2025-10-24	Friday				
4453	Harwinder Singh	Heavy Duty Driver	2025-10-25	Saturday	03:17	16:37	13:20	
4453	Harwinder Singh	Heavy Duty Driver	2025-10-26	Sunday	04:42	17:16	12:34	
4453	Harwinder Singh	Heavy Duty Driver	2025-10-27	Monday	03:33	17:06	13:33	
4453	Harwinder Singh	Heavy Duty Driver	2025-10-28	Tuesday	03:39	17:02	13:23	
4453	Harwinder Singh	Heavy Duty Driver	2025-10-29	Wednesday	03:35	17:06	13:31	
4453	Harwinder Singh	Heavy Duty Driver	2025-10-30	Thursday	03:17	17:06	13:49	
4453	Harwinder Singh	Heavy Duty Driver	2025-10-31	Friday				
4453	Harwinder Singh	Heavy Duty Driver	2025-11-01	Saturday	05:45	17:38	11:53	
4453	Harwinder Singh	Heavy Duty Driver	2025-11-02	Sunday	05:13	18:32	13:19	
4453	Harwinder Singh	Heavy Duty Driver	2025-11-03	Monday	05:37	17:02	11:25	
4453	Harwinder Singh	Heavy Duty Driver	2025-11-04	Tuesday	04:47	16:49	12:02	
4453	Harwinder Singh	Heavy Duty Driver	2025-11-05	Wednesday	02:37	17:10	14:33	
4453	Harwinder Singh	Heavy Duty Driver	2025-11-06	Thursday	05:53	17:48	11:55	
4453	Harwinder Singh	Heavy Duty Driver	2025-11-07	Friday				
4453	Harwinder Singh	Heavy Duty Driver	2025-11-08	Saturday	05:46	18:37	12:51	
4453	Harwinder Singh	Heavy Duty Driver	2025-11-09	Sunday	05:58	17:35	11:37	
4453	Harwinder Singh	Heavy Duty Driver	2025-11-10	Monday	01:11	14:20	13:09	
4453	Harwinder Singh	Heavy Duty Driver	2025-11-11	Tuesday	06:22	18:10	11:48	
4453	Harwinder Singh	Heavy Duty Driver	2025-11-12	Wednesday	05:33	18:57	11:24	
4453	Harwinder Singh	Heavy Duty Driver	2025-11-13	Thursday	05:38	17:10	11:32	
4453	Harwinder Singh	Heavy Duty Driver	2025-11-14	Friday				
4453	Harwinder Singh	Heavy Duty Driver	2025-11-15	Saturday	03:12	17:02	13:50	
4453	Harwinder Singh	Heavy Duty Driver	2025-11-16	Sunday				1.0
4453	Harwinder Singh	Heavy Duty Driver	2025-11-17	Monday				1.0

Harwinder Singh
22/11/25



Internal Clearance Form

Date of Initiation: 18-11-2025

Full Name : Harwinder Singh

Job Title : Heavy Duty Driver

Employee Code : 4453

DOJ : 20-March-2018

Last working day : 17-November-2025

Department : Operation

Business Unit : ACC

Reporting to : Mr. Sami Saeed

Date of leaving :

Particulars	Condition Of Return	Recoveries If Any	Charge Taken By	Signature Of Head Of Department
DEPARTMENT • Files/Register/Documents • Manuals • Tools • Safety Equipment	-	Hand over	-	
IT • Computer / Laptop • Flash Drive • Email ID Deactivation • Mobile Handset • Sim Card • Telephone	-	N/A	-	
WORKSHOP • Vehicle	- Hand over			
STORES	+ Hand over			
HR/ADMINISTRATION • Company Accommodation • Health Card • Insurance Card • Employee ID Card • Legal Case	- Sherry			
FINANCE • Advance • Company Loan • Any Other • Bank Related o Personal Loan o Credit Card				

Signature (Employee) : Harwinder Singh

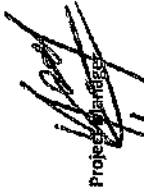
Unit - HR :-

OT Summary for the Month of October-2025

Sr	IC	Name	Position	Code	Project Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Normal OT Hours	Friday OT Hours	Total OT Hours	Remarks
1	4941	Soneil Mandai	Labour	PR-318	ZF-153	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6	0	6	Details in thecard	
2	4453	Harwinder Singh	Heavy Duty Driver	PR-320	QAPCO Plant	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	46	0	46	Details in thecard		
																																		52	0	52				


Timekeeper


Incharge


Project Manager

Sr. HR Manager

General Manager

Sample
23-11-25



Final OT for Design employees



Transaction

[illegible]

OT Summary for the Month of November-2025

Sl. No.	IC	Name	Position	Code	Project Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Normal OT Hours	Friday OT Hours	TOTAL HOURS	REMARKS																										
1	4941	Sonela Mendal	Labour	PR-313	ZF-153																															8	0	8	Details in timecard																										
2	4453	Harwinder Singh	Heavy Duty Driver	PR-320	QAPCO Plant																														24	0	24	Details in timecard																											
																																32			36																														


Timekeeper

Incharge

Project Manager

Sr. HR Manager

General Manager




23-11-25

Final OT for Designated employees



71

Transaction

Employee ID: 4453, First Name: Harwinder Singh, Department: Heavy Drivers & Helpers - Garage

Date	Time	Punch State	Work Code	Data Sources
2025-11-01	05:45	Check In	0	Device
2025-11-01	17:38 /	Check Out	0	Device
2025-11-02	05:13 /	Check In	0	Device
2025-11-02	18:32 /	Check Out	0	Device
2025-11-03	05:37 /	Check In	0	Device
2025-11-03	17:02 /	Check Out	0	Device
2025-11-04	04:47 /	Check In	0	Device
2025-11-04	16:49 /	Check Out	0	Device
2025-11-05	02:37 /	Check In	0	Device
2025-11-05	17:10	Check Out	0	Device
2025-11-06	05:53	Check In	0	Device
2025-11-06	17:48	Check Out	0	Device
2025-11-08	05:46	Check In	0	Device
2025-11-08	18:37	Check Out	0	Device
2025-11-09	05:58	Check In	0	Device
2025-11-09	17:35	Check Out	0	Device
2025-11-10	01:11	Check In	0	Device
2025-11-10	14:20	Check Out	0	Device
2025-11-11	06:22	Check In	0	Device
2025-11-11	18:10	Check Out	0	Device
2025-11-12	05:33	Check In	0	Device
2025-11-12	16:57	Check Out	0	Device
2025-11-13	05:38	Check In	0	Device
2025-11-13	17:10	Check Out	0	Device
2025-11-15	03:12	Check In	0	Device
2025-11-15	17:02	Check Out	0	Device

SA 2560001469

State Of Qatar
Residency Permit



دولة قطر
رخصة إقامة

ID.No: 28935638557

الرقم الشخصي:

D.O.B.: 02/05/1989

تاريخ الميلاد:

Expiry: 02/05/2026

الصلاحية:

الهند

الجنسية:

Nationality: INDIA

Occupation: سائق نقل

المهنة:

الاسم: هاروندر سينغ تارلوك سينغ

Name: HARWINDER SINGH TARLOK SINGH

Passport Number:

Y5023898

رقم جواز السفر:

Passport Expiry:

02/07/2033

تاريخ انتهاء الجواز:

Serial No:

30928935638557

الرقم المسلسل:

Residency Type:

عمل

نوع الرخصة:

Employer:

شركة الكات للمطاولات

المنشأة:

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

توقيع حامل البطاقة
Holder's signature

