

Ref: CHR/F3RA/22/GUC/04

Dated: June 15, 2022

To,

Mr. Hammad Ul Haq Ali
Emp Code: 3959
Senior Engineer – MEP

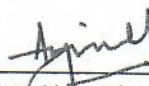
Subject : **ACCEPTANCE OF YOUR RESIGNATION**

Dear Hammad;

This refers to your resignation letter 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 July 04, 2022.

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


Anjum Hussain Abedi
Senior Manager - Human Resources & Admin


Abdela Ali Ismail
General Manager

CC:

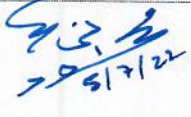



- HR & Admin department
- Project department
- Maintenance department
- Finance department

Attachments: Internal Clearance Form.

Internal Clearance Form

Date of Initiation: 26-06-2022

Full Name : Hammad - Ul-Hog - Ali
 Job Title : Senior Engg. MEP Employee Code : 3959
 DOJ : 19-10-2014 Last working day : 04-07-2022
 Department : Projects / Maintenance Business Unit : GUC
 Reporting to : GEM / Senior Project Manager Date of leaving : 04-07-2022

Particulars	Condition Of Return	Recoveries If Any	Charge Taken By	Signature Of Head Of Department
DEPARTMENT • Files/Register/Documents • Manuals • Tools • Safety Equipment			TAUSEER AHMAD 28-06-2022	
IT • Computer / Laptop • Flash Drive • Email ID Deactivation • Mobile Handset • Sim Card • Telephone • ERP login	Backup done and will hand. to Edmondo Forwarding to Edmondo for a month. Termination on LWD, 1002-64 GEM.			
WORKSHOP • Vehicle • Traffic Violation	Email attached from Aayan Leasing.			
PROCUREMENT • Fuel tag	—	—	—	
STORES	—	—	—	
HR/ADMINISTRATION • Company Accommodation • Health Card • Insurance Card • Employee ID Card • Legal Case	Employee transfer locally. Insurance will be cancelled. Health Card will be collected. Liability Letter issued to JEMP.			
FINANCE • Advance • Company Loan • Company Credit Card • Any Other • Bank Related o Personal Loan o Credit Card	— NO — — NO — — NO — — QAR 900/- Vehicle damage & cleaning charges.			

Signature (Employee): -

Unit - HR: - Zuhair

LEAVE SETTLEMENT OF

HAMMAD UL HAQ ALI

3959

UPTO 18-Sep-21
 DEPARTMENT Project
 Designation SR. ENGINEER-MEP

Current Basic salary	QR	7,000
HRA	QR	3,000
Transport Allowance	QR	0
Mobile Handset Allowance	QR	25
Cost of Living Allowance	QR	0
Current Other Allowance	QR	3,000
Leave Category		30
Appointment date		19-Oct-14
Joining/Rejoining/Encashment date		19-Oct-20

Qr

LEAVE ALLOWANCE

From	19-Oct-20	To	18-Sep-21	
(335 x 30) / 335 =		30.00		
	30.00	days @ Qr	233.33	7,000

HRA

From	19-Oct-20	To	18-Sep-21	
(335 x 30) / 335 =		30.00		
	30.00	days @ Qr	100.00	3,000

AIR TICKET

Amount of air fare 4,265
 Doha-Hyderabad-Doha Economy Class
 Self + Spouse + Child
 Full Fare QR 2,980 + 711.64 + 573.13

NET TOTAL

14,265

(Qrs.Fourteen Thousand Two Hundred Sixty Five Only)

Prepared by

Fahad Ahmad
 04/10/2021
 Fahad Ahmad

Sr. Executive-Finance

Verified by

Zuhair Ahmad
 04/10/2021
 Zuhair Ahmad

Sr. Executive-HR

Verified by

Avinash K Trivedi
 04-04-2021
 Avinash K Trivedi

Asst. Manager - Finance

Approved by

Afaq Ahmed Khan
 04/10/2021
 Afaq Ahmed Khan

General Manager

I, HAMMAD UL HAQ ALI received with thanks from M/s Gulf United Real Estate Company, the sum of Qrs 14,265 (Qrs.Fourteen Thousand Two Hundred Sixty Five Only) towards my leave encashment from 19-Oct-20 to 18-Sep-21 with Air fare vide bank transfer

Name

HAMMAD UL HAQ ALI

Signature

Date

18-10-2021

POSTED