



SA 2560001467

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
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
<b>Total Package</b>	<b>QR</b>	<b>2,000</b>
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

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

#### END-OF SERVICE BENEFITS

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

#### 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 until 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  
Cost of Living Allowance  
Transport Allowance  
Other Allowance  
Overtime

✓	
NO	
NO	
NO	
✓	

No of Hours

70

Fridays

N/A

Special Holidays

N/A

Leave Allowance

From Date

23-May-25

To Date

15-Nov-25

Please tick ( ✓ ) as per the Entitlement

Basic Salary  
House Rent Allowance  
Cost of Living Allowance  
Transport Allowance  
Other Allowance  
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  
Cost of Living Allowance  
Transport Allowance  
Other Allowance

✓	
N/A	
N/A	
N/A	
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)  
Approval for Compensatory Off (if any)  
Incentive to be paid (if any)  
Vehicle Details

✓	
✓	
✓	
N/A	
N/A	
N/A	
✓	

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

Prepared By

*Khurjae*

22/11/25

Cleared By

*Sanjay*

23/11/25



# ALCAT CONTRACTING

REF: HR-RES/11/25/06

Dated: 16<sup>th</sup> 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 17<sup>th</sup> 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 17<sup>th</sup> 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](mailto:Info@alcatqatar.com) | [www.alcatqatar.com](http://www.alcatqatar.com)  
C.R. No.: 53



**شركة الالات للمقاولات المحدودة**  
(مملوكة لشركة زاد الفارضة في ب.س.ج)  
ص.ب. ٦٨١، الدوحة، قطر  
هاتف: +٩٧٤ ٤٤٤١ ٣٨٩٣، فكس: +٩٧٤ ٤٤٤١ ٣٨٩٥  
[www.alcatqatar.com](http://www.alcatqatar.com) | [Info@alcatqatar.com](mailto:Info@alcatqatar.com)  
سجل تجاري رقم: ٥٣



Zad Holding Company

### JOINING REPORT

Date 20/3/18

1. Employee No.

4453

2. Name

Harwinder Singh

3. Designation

Heavy Duty Driver

4. Department

Operations

5. Business Unit

O. C. C.

6. Date of entry

.....

Harwinder Singh  
Signature of employee

7. Date of Joining:

20/3/18

Samer Al Aridi Name of Unit - HR	Signature	31-3-18 Date
Scam Saeed Name of Department Head	Signature	29/3/18 Date
Name of GM / VP / CEO	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 [✓] 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**

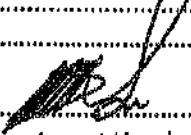
Telephone No. : Mobile No. :

Address : Email ID :

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

  
 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)**

DOJ : 20/3/2018

Total leave taken : 20/12/22 - 51 days

Passport Expiry : N/A

QID Expiry : N/A

## Leave Passage &amp; Dependent Details:



9/2/25

Unit - HR &amp; Admin

 HPTD  
 18/12/05
**Part 4 (Final Approval – to be filled by CEO/GM/VP)**

No of Days :


 Signature :

Date :



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

<b>LEAVE ENCAHMENT</b>	Mr.HARWINDER SINGH
UPTO	28-Feb-25
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	-
<b>Total Package</b>	<b>QR</b>	<b>2,000</b>
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 Chebill 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  Leave With Pay [ ] Emergency [ ] Business Trip [ ]

Leave From: 11/12/25

Leave up to: 11/30/25

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

Samir Saeed Department Head		4/4/25 Date
Samer Al Aridi Unit - HR		5-5-25 Date
CEO / GM / VP		Date
Remarks:		

ZAD HUMAN RESOURCES



Zad Human Resources  
Zad Holding Company LLC

### Absenteeism / Sick Leave

#### Part 1 (To be filled by Employee)

Full Name :	Harwinder 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 :	Maaninder Singh		
Job Title :	Heavy Duty Driver		
Department :	Operation		
Employee Code :	4453		
Business Unit :			
<b>Leave Information</b>			
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): .....		
<b>Signature of Department Head</b>		Date
Remarks (if any): .....		
		
<b>Signature of Unit HR</b>	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			ABSENT	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
<b>DEPARTMENT</b>				
<ul style="list-style-type: none"> <li>• Files/Register/Documents</li> <li>• Manuals</li> <li>• Tools <input checked="" type="checkbox"/></li> <li>• Safety Equipment <input checked="" type="checkbox"/></li> </ul>	-	Hand over -	-	
<b>IT</b>		N/A -		
<b>WORKSHOP</b>		- Hand over		
<b>STORES</b>		+ Hand over -		Not Hand over
<b>HR/ADMINISTRATION</b>				
<ul style="list-style-type: none"> <li>• Company Accommodation <input checked="" type="checkbox"/></li> <li>• Health Card <input checked="" type="checkbox"/></li> <li>• Insurance Card</li> <li>• Employee ID Card <input checked="" type="checkbox"/></li> <li>• Legal Case</li> </ul>	- Sherry -			
<b>FINANCE</b>				
<ul style="list-style-type: none"> <li>• Advance</li> <li>• Company Loan</li> <li>• Any Other</li> <li>• Bank Related           <ul style="list-style-type: none"> <li>◦ Personal Loan</li> <li>◦ Credit Card</li> </ul> </li> </ul>	MP			

Signature (Employee) : -

Unit - HR : -

OT Summary for the Month of October 2025

三

General Manager

Dr. HIR MAZUMDAR

Inhalants

*Timokosha*

Sant  
13-11-25

✓

~~Project Manager~~

final OT for Designated employees

## Transaction

OT Summary for the Month of November-2025

*HB* General Manager  
*John* Sr. HR Manager  
*John* Project Manager  
*John* Incharge  
*John* Timekeeper

Incharge

Timekeeper

General Manager

Sr. HR Manager

Sample  
23-11-25

15

final OT for Designated employees.

1

## 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

