



Ref: CHR/F3RA/22/GUC/04

Dated: June 15, 2022

To,

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

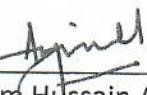
Subject : **ACCEPTANCE OF YOUR RESIGNATION**

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 Al-Smail  
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	Hamad - UL - Hay - Ali		
Job Title	Senior Engg. MEP	Employee Code	3959
DOJ	19-10-2014	Last working day	04-07-2022
Department	Projects / Maintenance	Business Unit	GOC
Reporting to	OZNI/Senior Project Manager	Date of leaving	04-07-2022

Particulars	Condition Of Return	Recoveries If Any	Charge Taken By	Signature Of Head Of Department
<b>DEPARTMENT</b>			TAUSEEF AHMAD <i>(Signature)</i> 28-06-2022	<i>(Signature)</i> 29/6/2022
IT	<ul style="list-style-type: none"> <li>• Computer / Laptop</li> <li>• Flash Drive</li> <li>• Email ID Deactivation</li> <li>• Mobile Handset</li> <li>• Sim Card</li> <li>• Telephone</li> <li>• ERP login</li> </ul>	<ul style="list-style-type: none"> <li>- Backup done and will train to Edmundo</li> <li>✗ Forwarding to Edmundo for a month.</li> <li>✗ Termination on LWS, 10/07/2022.</li> </ul>		<i>(Signature)</i> 29/6/2022
<b>WORKSHOP</b>		Email attached from Aayan Leasing.		
<b>PROCUREMENT</b>				
<b>STORES</b>				
<b>HR/ADMINISTRATION</b>		Employee transfer locally. Insurance will be cancelled. Health Card will be collected. Liability Letter issued to emp.		<i>(Signature)</i> 03/07/2022
<b>FINANCE</b>	<ul style="list-style-type: none"> <li>• Advance</li> <li>• Company Loan</li> <li>• Company Credit Card</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>	<ul style="list-style-type: none"> <li>- NO -</li> <li>- NO -</li> <li>- NO -</li> <li>- QAR 900/- Vehicle damage &amp; cleaning charges.</li> </ul>		<i>(Signature)</i> 03/07/2022

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



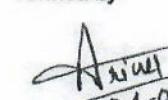
04/10/2021  
Fahad Ahmad

Verified by



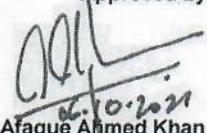
04/10/2021  
Zuhair Ahmad

Verified by



04-04-2021  
Avinash K Trivedi

Approved by



04-10-2021  
Afaque Ahmed Khan

Sr. Executive-Finance

Sr. Executive-HR

Asst.Manager - Finance

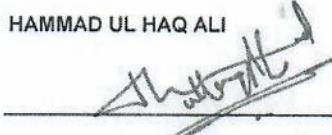
General Manager

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