

Doc. Type	SA	Account Document	Normal document	2025
Doc. Number	2560000293	Company Code	5301	Fiscal Year
Doc. Date	29.03.2025	Posting Date	29.03.2025	Period
Calculate Tax	<input type="checkbox"/>			
Ref. Doc.		FAS-KUGANA-4817		
Doc. Currency	QAR			
Doc. Hdr Text	FAS-Kuganathan-4817			

Flm	PK	Account	Account Short Text	Assignment	TX	Amount	Text
1	50	109102	BBO-P-CA100000279773	256000002932025		4,082.00	Full and final settlement of Kuganathan-LC-4817
2	40	401500	PC-Basic Salary	256000002932025		355.00	Basic FAS for Kuganathan-LC-4817
3	40	401506	PC-Food Allowance	256000002932025		106.00	Food Allowance FAS for Kuganathan LC-4817
4	40	207001	Pay-Leave Salary	256000002932025		647.00	Leave Salary FAS for Kuganathan LC-4817
5	40	202000	Provision for EOSB	256000002932025		2,370.00	EOSB FAS for Kuganathan LC-4817
6	40	401101	VC-Normal Overtime	256000002932025		479.00	Normal Overtime FAS for Kuganathan LC-4817
7	40	401102	VC-Holiday Overtime	256000002932025		125.00	Holiday Overtime FAS for Kuganathan LC-4817

[Signature]

4/13

Service Period From: 06-Apr-2022 To: 11-Mar-2025

FULL AND FINAL SETTLEMENT OF Mr.

KUNGANATHAN NAGAIYAH

TO BE RECEIVED ON

11-Mar-25

4817

DEPARTMENT

Operation

DESIGNATION

Labour

Basic Salary	QR	1,000
HRA	QR	-
Transport Allowance	QR	-
Telephone Allowance	QR	-
Food Allowance	QR	300
Other Allowance	QR	-
Total Package	QR	1,300
Service Duration	2 Years 11 Months 5 Days	
Leave Category		21
Appointment date		06-Apr-22
Delay Days		22
Joining/Rejoining/Encashment date		28-Apr-24

BASIC SALARY

From 01-Mar-25 to 11-Mar-25

11.00 days @ Qr 32.26 355.00

FOOD ALLOWANCE

From 01-Mar-25 to 11-Mar-25

11.00 days @ Qr 9.68 106.00

LEAVE SALARY

BASIC SALARY

From 28-Apr-24 to 11-Mar-25

(318 x 21) / 344 = 19.41 days

19.41 days @ Qr 33.33 647.00

END OF SERVICE BENEFITS

From 06-Apr-2022 to 11-Mar-2025

(1071 Days)

(1000 x 21 / 26 x 1071 / 365)

2,370.00

OVER TIME /TRIP MONEY

OT Category	Hours	Factor	Rate Per Hour	Amount
Feb - 2025- Normal Hours	92	1.25	4.17	479.17
Feb -2025- Holiday Hours	20	1.5	4.17	125.00

Deduction

NET TOTAL

4,082.00

(Qrs.Four Thousand Eighty Two Only)

Prepared by

Verified by

Verified by

Approved by

Mohd Ahmad
Accountant

Md . Shahbaz
Manager - Finance

Samer Al Aridi
Sr. Manager-HR & Admin

Dr. Hossam Banna
General Manager

I, the undersigned Kunganathan Nagaiyah 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.4,082(Qrs.Four Thousand Eighty Two 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 **KUNGANATHAN NAGAIYAH**

Signature _____

Date _____

Cheque Number _____

Cheque Date & Bank _____

ALCAT CONTRACTING COMPANY

FINAL SETTLEMENT ADVISE FORM

Employee Name	Kunganathan Nagalyah	Salary Particulars	
	4817	Date of Last Revision	NO
Date of Joining day	6-Apr-22	Basic Salary	1000.00
Date of Last working day	12-Mar-25	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	300.00
		Total Package	1,300.00

Entitlements for Final Settlement

Salary for work done untill last day of Working

From Date

01-Mar-25

To Date

11-Mar-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

92

Fridays

20

Special Holidays

N/A

Leave Allowance

From Date

28-Apr-24

To Date

11-Mar-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

06-Apr-22

11-Mar-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

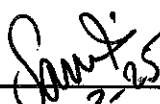
N/A

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

Prepared By

Cleared By


 18/3/25


 18-3-25



ALCAT
CONTRACTING

REF: HR-RES/02/25/01

Dated: 18th February -2025

To,

Mr. Kunganathan Nagaiyah,
Emp Code No: 4817,
Labour,
ACC Division.

Subject : ACCEPTANCE OF YOUR RESIGNATION

Dear Kunganathan,

This refers to your resignation letter dated 13th January 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 12th March 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.

N. Q. D.
19/2/2025



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

شركة زاد القابضة
Zad Holding Company

شركة الكات للمقاولات ذ.م.م.
(مملوكة لشركة زاد القابضة ق.م.م.ج)
ص.ب. ٦٨١، الدوحة، قطر
هاتف: +٩٧٤ ٤٤٤٣ ٤٢٤١، فاكس: +٩٧٤ ٤٤٤١ ٢٨٧٢
بريد الكتروني: info@alcatqatar.com | www.alcatqatar.com



30th November, 2021

Mr. Kuganathan Nagaiyah,
Srilanka.

Dear Mr. Nagaiyah,

We refer to the discussions we had with you recently and are pleased to confirm our offer of employment to you on the following terms:

1. Job Title

Your designation will be Labour.

2. Date of Joining

We would like you to join us not later than 20th December 2021.

3. Tenure of Employment

You will be on Probation for a period of six months from the date of your joining. During the Probation period, your service will be liable to be terminated by the Company without assigning any reasons with Three days notice.

Upon completion of Probation period the contract will be in force for unlimited period.

4. Monthly remuneration

Your basic salary will be QAR 1,000/- (QAR One Thousand only) per month.

You will also be provided with Food Allowance of QAR 300/- (QAR Three Hundred only) per month

5. Accommodation

You will be provided with bachelor sharing accommodation as per Company's policy in this regard.

6. Transport

You will be provided with office transport between residence and office.

7. Joining & Leave Passage

The Company will provide and pay for the economy class air passage between Doha-Colombo-Doha for yourself every two years as leave passage.

8. Leave

You will be entitled to annual paid leave of twenty one days for each completed year of service, and can only be taken at such time as may be determined by the Management.



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@alcat.qa or info@alcat.com.qa



شركة ألكات contracting Co. W.L.L.
(شركة قابضة تابعة لشركة ذات القابضة)
مقر الشركة: 681، دoha، قطر
الهاتف: +974 4443 4241، الفاكس: +974 4441 2872
البريد الإلكتروني: info@alcat.qa أو info@alcat.com.qa






JOINING REPORT

Date: April 12, 2022

1. Employee No. 4817
2. Name Kunganathan Nagaivah
3. Designation Labour
4. Department Operations
5. Business Unit A.C.C.
6. Date of entry 5th April-22


Signature of employee

7. Date of Joining: 6th April - 22

Samer Al-Aridi Name of Unit – HR	 Signature	17-4-2022 Date
Anthoni Raj Venkatawamy Name of Department Head	 Signature	17/04/2022 Date
Dr. Hossam Banna, P.E. General Manager	 Signature	 Date

Leave Requisition Form

Part 1 (To be filled by Employee)

Full Name : Kunganathan Date of Initiation: 05.02.24
 Job Title : ITMA Helper. Employee Code : 4817
 Department : HSE Business Unit : Ace

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. : 74400868
 Address : Srilanka. Email ID :
 Backup employee during leave period based on discussion with Dept. Head: Signature of backup employee:

NCB

Signature of Employee

Part 2 (Department Approval – to be filled by Department Head)

Remarks (if any):
 Signature of Department Head [Signature] Date 05.02.24

Part 3 (Leave Eligibility – to be filled by HR)

DOI: 6-Apr-22 Total leave taken : NO - 42 days
 Passport Expiry : N/A QID Expiry : N/A

Leave Passage & Dependent Details:

Doha - Colombo - Doha by economy class.

[Signature]
05-02-24 Unit – HR & Admin

Part 4 (Final Approval – to be filled by CEO/GM/VP)

No of Days : Signature : Date :

upto
22/02/24



Absenteeism / Sick Leave

Part 1 (To be filled by Employee)

 Full Name : Kunghanem Nagaijah

 Job Title : Labour

 Employee Code : 4817

 Department : Operation

 Business Unit : Acu
Leave Information

Leave From:

Leave up to :

No of Days :

Return to duty date:

 Medical Certificate : Submitted / Not Submitted ☒

Employee's Explanation:

Absent - 12/3/25

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	Normal OT	Weekend OT
4817	Kunganathan Nagaiyah	Labour	2025-02-17	Monday	06:01	19:00	12:59		03:59	
4817	Kunganathan Nagaiyah	Labour	2025-02-18	Tuesday	06:00	19:02	13:02		04:02	
4817	Kunganathan Nagaiyah	Labour	2025-02-19	Wednesday	06:02	19:03	13:01		04:01	
4817	Kunganathan Nagaiyah	Labour	2025-02-20	Thursday	06:00	19:02	13:02		04:02	
4817	Kunganathan Nagaiyah	Labour	2025-02-21	Friday	06:03	11:03	05:00			05:00
4817	Kunganathan Nagaiyah	Labour	2025-02-22	Saturday	06:02	19:06	13:04		04:04	
4817	Kunganathan Nagaiyah	Labour	2025-02-23	Sunday	06:02	19:00	12:58		03:58	
4817	Kunganathan Nagaiyah	Labour	2025-02-24	Monday	06:01	19:06	13:05		04:05	
4817	Kunganathan Nagaiyah	Labour	2025-02-25	Tuesday	06:00	19:03	13:03		04:03	
4817	Kunganathan Nagaiyah	Labour	2025-02-26	Wednesday	06:02	19:02	13:00		04:00	
4817	Kunganathan Nagaiyah	Labour	2025-02-27	Thursday	06:01	19:04	13:03		04:03	
4817	Kunganathan Nagaiyah	Labour	2025-02-28	Friday	06:01	10:59	04:58			04:58
4817	Kunganathan Nagaiyah	Labour	2025-03-01	Saturday	06:01	12:00	05:59			
4817	Kunganathan Nagaiyah	Labour	2025-03-02	Sunday	06:05	12:02	05:57			
4817	Kunganathan Nagaiyah	Labour	2025-03-03	Monday	06:02	11:59	05:57			
4817	Kunganathan Nagaiyah	Labour	2025-03-04	Tuesday	06:03	12:00	05:57			
4817	Kunganathan Nagaiyah	Labour	2025-03-05	Wednesday	06:01	12:00	05:59			
4817	Kunganathan Nagaiyah	Labour	2025-03-06	Thursday	06:01	12:00	05:59			
4817	Kunganathan Nagaiyah	Labour	2025-03-07	Friday				1.0		
4817	Kunganathan Nagaiyah	Labour	2025-03-08	Saturday	06:02	12:00	05:58			
4817	Kunganathan Nagaiyah	Labour	2025-03-09	Sunday	05:59	12:00	06:01			
4817	Kunganathan Nagaiyah	Labour	2025-03-10	Monday	06:00	12:05	06:05			
4817	Kunganathan Nagaiyah	Labour	2025-03-11	Tuesday	06:01	12:03	06:02			
4817	Kunganathan Nagaiyah	Labour	2025-03-12	Wednesday				1.0		



Return to Work Notice**To be filled by Employee****Date of Initiation: 06.07.2024**

Full Name : Kunganathan Nagaiyah

Job Title : Labour

Employee Code : 4817

Department : Operation

Business Unit : ACC

Leave Type:

Annual Leave [] Leave without pay [] ☒ Leave With Pay [] Emergency [] Business Trip []

Leave From: 2/5/24

Leave up to: 2/7/24

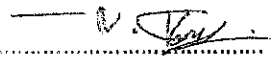
Return to duty date: 06/07/2024

No of approved leave days: 60

No of Days Delayed: 3

If Delayed, Reason:

Please specify if any medical treatment undergone during leave period:


Signature of Employee

Antonin Riaz
Department Head


Signature

7/7/24
Date

Samer Al Aridi
Unit - HR


Signature

7-7-24
Date

Remarks :

CEO / GM / VP


Signature

Date

Remarks :

65 days
42

Internal Clearance Form

Date of Initiation:

Full Name : Kunganathan Nagaiyah

Job Title : Labour

Employee Code : 4817

DOJ : 06/04/2022


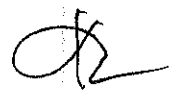
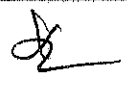
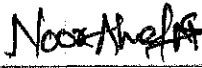
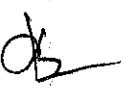

Last working day : 12.03.2025

Department : Operation

Business Unit : ACC

Reporting to : Sami Abdulwahab Saeed

Date of leaving :

Particulars	Condition Of Return	Recoveries If Any	Charge Taken By	Signature Of Head Of Department
DEPARTMENT				
<ul style="list-style-type: none"> Files/Register/Documents Manuals Tools Safety Equipment 				
IT				
<ul style="list-style-type: none"> Computer / Laptop Flash Drive Email ID Deactivation Mobile Handset Sim Card Telephone ERP login 	—	N/A		
WORKSHOP				
<ul style="list-style-type: none"> Vehicle Traffic Violation 	—	N/A		
PROCUREMENT				
<ul style="list-style-type: none"> Fuel tag 				
STORES				
				
HR/ADMINISTRATION				
<ul style="list-style-type: none"> Company Accommodation ✓ Health Card ✓ Insurance Card ✓ Employee ID Card ✓ Legal Case 	—	Sherry Tone Cancelled		
FINANCE				
<ul style="list-style-type: none"> Advance Company Loan Company Credit Card Any Other Bank Related <ul style="list-style-type: none"> Personal Loan Credit Card 	—	NA		

Signature (Employee): -



Unit - HR: -



Total Time Card

Employee ID	First Name	Position	Date	Weekday	Clock In	Clock Out	Total Hours	Absence
4817	Kunganathan Nagaiyah	Labour	2025-03-01	Saturday	06:01	12:00	05:59	
4817	Kunganathan Nagaiyah	Labour	2025-03-02	Sunday	06:05	12:02	05:57	
4817	Kunganathan Nagaiyah	Labour	2025-03-03	Monday	06:02	11:59	05:57	
4817	Kunganathan Nagaiyah	Labour	2025-03-04	Tuesday	06:03	12:00	05:57	
4817	Kunganathan Nagaiyah	Labour	2025-03-05	Wednesday	06:01	12:00	05:59	
4817	Kunganathan Nagaiyah	Labour	2025-03-06	Thursday	06:01	12:00	05:59	
4817	Kunganathan Nagaiyah	Labour	2025-03-07	Friday				1.0
4817	Kunganathan Nagaiyah	Labour	2025-03-08	Saturday	06:02	12:00	05:58	
4817	Kunganathan Nagaiyah	Labour	2025-03-09	Sunday	05:59	12:00	06:01	
4817	Kunganathan Nagaiyah	Labour	2025-03-10	Monday	06:00	12:05	06:05	
4817	Kunganathan Nagaiyah	Labour	2025-03-11	Tuesday	06:01	12:03	06:02	
4817	Kunganathan Nagaiyah	Labour	2025-03-12	Wednesday				1.0
4817	Kunganathan Nagaiyah	Labour	2025-03-13	Thursday				1.0
4817	Kunganathan Nagaiyah	Labour	2025-03-14	Friday				1.0
4817	Kunganathan Nagaiyah	Labour	2025-03-15	Saturday				1.0
4817	Kunganathan Nagaiyah	Labour	2025-03-16	Sunday				1.0
4817	Kunganathan Nagaiyah	Labour	2025-03-17	Monday				1.0
4817	Kunganathan Nagaiyah	Labour	2025-03-18	Tuesday				1.0
4817	Kunganathan Nagaiyah	Labour	2025-03-19	Wednesday				1.0
4817	Kunganathan Nagaiyah	Labour	2025-03-20	Thursday				1.0
4817	Kunganathan Nagaiyah	Labour	2025-03-21	Friday				1.0
4817	Kunganathan Nagaiyah	Labour	2025-03-22	Saturday				1.0
4817	Kunganathan Nagaiyah	Labour	2025-03-23	Sunday				1.0



Total Time Card

Employee ID: 4817, First Kunganathan Nagaiyah, Department: Garage, Position: Labour

Date	Weekday	Timetable	Clock In	Clock Out	Total Hours	Device[In]	Device[Out]	Late In	Early Out	Absence	Normal OT	Weekend OT	Holiday	Remark
2025-02-01	Saturday	Day	06:01	19:00	12:59	Garage	Garage				03:59			
2025-02-02	Sunday	Day	05:59	19:00	13:01	Garage	Garage				04:01			
2025-02-03	Monday	Day	06:03	19:00	12:57	Garage	Garage				03:57			
2025-02-04	Tuesday	Day	06:01	19:00	12:59	Garage	Garage				03:59			
2025-02-05	Wednesday	Day	06:01	19:00	12:59	Garage	Garage				03:59			
2025-02-06	Thursday	Day	06:01	19:00	12:59	Garage	Garage				03:59			
2025-02-07	Friday	Weekend	06:02	11:01	04:59	Garage	Garage					04:59		
2025-02-08	Saturday	Day	06:00	19:01	13:01	Garage	Garage				04:01			
2025-02-09	Sunday	Day	05:59	19:01	13:02	Garage	Garage				04:02			
2025-02-10	Monday	Day	06:01	19:01	13:00	Garage	Garage				04:00			
2025-02-11	Tuesday	Night								1.0			0.00	
2025-02-12	Wednesday	Day	06:01	19:02	13:01	Garage	Garage				04:01			
2025-02-13	Thursday	Day	05:59	19:01	13:02	Garage	Garage				04:02			
2025-02-14	Friday	Weekend	06:01	10:59	04:58	Garage	Garage					04:58		
2025-02-15	Saturday	Day	06:00	19:01	13:01	Garage	Garage				04:01			
2025-02-16	Sunday	Day	06:01	19:00	12:59	Garage	Garage				03:59			
2025-02-17	Monday	Day	06:01	19:00	12:59	Garage	Garage				03:59			
2025-02-18	Tuesday	Day	06:00	19:02	13:02	Garage	Garage				04:02			
2025-02-19	Wednesday	Day	06:02	19:03	13:01	Garage	Garage				04:01			
2025-02-20	Thursday	Day	06:00	19:02	13:02	Garage	Garage				04:02			
2025-02-21	Friday	Weekend	06:03	11:03	05:00	Garage	Garage					05:00		
2025-02-22	Saturday	Day	06:02	19:06	13:04	Garage	Garage				04:04			
2025-02-23	Sunday	Day	06:02	19:00	12:58	Garage	Garage				03:58			
2025-02-24	Monday	Day	06:01	19:06	13:05	Garage	Garage				04:05			
2025-02-25	Tuesday	Day	06:00	19:03	13:03	Garage	Garage				04:03			
2025-02-26	Wednesday	Day	06:02	19:02	13:00	Garage	Garage				04:00			
2025-02-27	Thursday	Day	06:01	19:04	13:03	Garage	Garage				04:03			
2025-02-28	Friday	Weekend	06:01	10:59	04:58	Garage	Garage					04:58		
											92:17:00	19:55:00	20:00	0

State Of Qatar.
Residency Permit



دولة قطر
رخصة إقامة

ID.No: 29314401421 الرقم الشخصي:

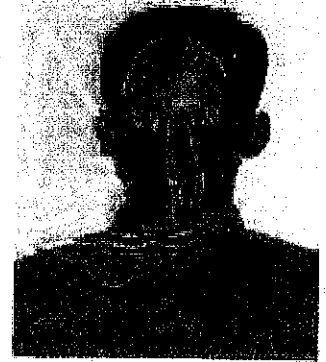
D.O.B.: 20/03/1993 تاريخ الميلاد:

Expiry: 05/04/2025 الصلاحية:

سريلانكا الجنسية:

Nationality: SRILANKA

Occupation: ع ا م ل المهنة:



الاسم: كوجاناثان نجاية

Name: KUGANATHAN NAGAIYAH

Passport Number: N9059209

Passport Expiry: 05/10/2031

Serial No: 30629314401421

Residency Type: عمل

Employer: شركة الكات للمقاولات

مدير عام الإدارة العامة للجوازات توقيع حامل البطاقة

General Director of the General Directorate of Passports Holder's signature

رقم جوال السفر:

تاريخ انتهاء الجواز:

الرقم المسلسل:

نوع الرخصة:

المستقدم:

