



Service Period From: 16 Mar 2022 To: 31-Dec-2022		
FULL AND FINAL SETTLEMENT OF Mr.	RIMAH ABOU GHADA	
TO BE RECEIVED ON	31-Dec-22	4809
DEPARTMENT		
DESIGNATION	Mechanic	

Basic Salary	QR	2,300
HRA	QR	-
Transport Allowance	QR	-
Telephone Allowance	QR	-
Cost of Living Allowance	QR	-
Other Allowance	QR	-
Total Package	QR	2,300
Service Duration	0 Years 9 Months 15 Days	
Leave Category		21
Appointment date		16-Mar-22
Joining/Rejoining/Encashment date		16-Mar-22

LEAVE SALARY FOR 2022

BASIC SALARY

From	16-Mar-22	to	31-Dec-22	
(291 x 21) / 344 =		17.76 days		
17.76	days @ Qr	76.67		1,362.00

END OF SERVICE BENEFITS

From	16-Mar-2022 to	31-Dec-2022	-
(291 Days)			

OVER TIME /TRIP MONEY

OT Category	Hours	Factor	Rate Per Hour	Amount
Nov 2022- Normal Hours	0	1.25	9.58	-
Nov 2022- Holiday Hours	0	1.5	9.58	-
Dec 2022- Normal Hours	59	1.25	9.58	706.77
Dec 2022- Holiday Hours	0	1.5	9.58	-

Less: Advance (Traffic Violations)

NET TOTAL

2,069.00

(Qrs.Two Thousand Sixty Nine Only)

Prepared by

Mohd Ahmad
Accountant

Verified by

MD Shahbaz
Manager - Finance

Verified by

Samer Al Aridi
Sr. Manager-HR & Admin

Approved by

Dr. Hossam Banna
General Manager

I, the undersigned Rimah Abou Ghaida 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.2,069(Qrs.Two Thousand Sixty Nine Only) vide cash.

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 **RIMAH ABOU GHADA**

Signature _____


Date _____

ALCAT CONTRACTING COMPANY

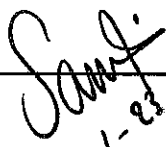
FINAL SETTLEMENT ADVISE FORM

Employee Name	Rimah Abou Ghaida		Salary Particulars	
LC No.	4809		Date of Last Revision	NO /
Date of Joining day	16-Mar-22		Basic Salary	2300.00
Date of Last working day	31-Dec-22		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	NO
			Total Package	2,300.00

Entitlements for Final Settlement

Salary for work done untill last day of Working	From Date	PAID	To Date	PAID
Please tick (✓) as per the Entitlement				
Basic Salary	NO			
House Rent Allowance	NO			
Cost of Living Allowance	NO			
Transport Allowance	NO			
Other Allowance	NO			
Overtime				
No of Hours	Regular Days	59	Fridays	0
	Special Holidays	N/A		
Leave Allowance	From Date	16-Mar-22	To Date	31-Dec-22
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			
Any Compensatory off available for Encashment (Please specify days with approvals)				
End of Service Benefits (EOSB)	From Date	N/A	To Date	N/A
Please tick (✓) as per the Entitlement				
Basic Salary	N/A			
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	

4/1/23


 4-1-23

Sub - 4 - 01 - 23



Internal Clearance Form

Date of Initiation:				
Full Name : <i>Rimah Abou Gharida</i>				
Job Title : <i>Diesel Mechanic</i>		Employee Code : <i>4809</i>		
DOJ : <i>16-March-2022</i>		Last working day : <i>31/12/2022</i>		
Department : <i>Operations</i>		Business Unit : <i>ACC</i>		
Reporting to :		Date of leaving :		
Particulars	Condition Of Return	Recoveries If Any	Charge Taken By	Signature Of Head Of Department
<u>DEPARTMENT</u> <ul style="list-style-type: none"> Files/Register/Documents Manuals Tools Safety Equipment 				
<u>IT</u> <ul style="list-style-type: none"> Computer / Laptop Flash Drive Email ID Deactivation Mobile Handset Sim Card Telephone 	- N/A			
<u>WORKSHOP</u> <ul style="list-style-type: none"> Vehicle 	No dues			
<u>STORES</u>				
<u>HR/ADMINISTRATION</u> <ul style="list-style-type: none"> Company Accommodation ✓ Health Card Insurance Card Employee ID Card ✓ Legal Case 	- Sherry -	To be cancelled -		
<u>FINANCE</u> <ul style="list-style-type: none"> Advance Company Loan Any Other Bank Related <ul style="list-style-type: none"> Personal Loan Credit Card 	—	N/A	—	
Signature (Employee) :-		Unit - HR :-		

