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489
Suppl.

ZAYDAN

PERSONNEL
ADMINISTRATION
IN AN ARAB PRIVATE COMPANY

SUPPLEMENT

APPLICATION FORM

1 - Name in full - André Georges Maalouf.
2 - Nationality Sybaraisé Place and Date of Birth Alexandria (Egypt) 1943 le 11 Nov.
3 - Address Rue du Fleuve, Im. Joseph Schme Telephone No. pres fabrique hier Laziza.
4 - Married / Single / No. of Children Single - Passport No. -
5 - Education (Schools, Universities & Degrees)
S^e Marc School in Alexandria (Egypt).
B. C. A.
Ecole Pigier - Diplome D Aide - Comptable
de Ceneur de Livres.

6 - Previous Employment & Experience

<u>Name of Firm</u>	<u>Job Held</u>	<u>From - To</u>	<u>Pay</u>
<u>Joseph. E. Laidé.</u>	<u>Assistant Accountant.</u>	<u>Jan. 1961</u> <u>Will to-day</u>	<u>150 L.L.</u>

7 - Reasons for leaving last Employer (Date & Pay on leaving)

To improve my situation. 150 L.L.

8 - Type of Employment Desired Assistant Accounter Minimum Pay Expected 200 L.L.

9 - Languages spoken and written 4/ Languages spoken. 2 written.

10 - Can you type? yes How well? Well. English yes Arabic yes

11 - References (Names & Addresses)

- a Edmond Maalouf (Magazine) Beyrouth
- b Raouf Selman B. P. 335
- c Maurice Maalouf. Rue Damas. Beyrouth

I hereby certify, to the best of my knowledge, that the above information is correct, and declare that I am ready to serve the Company in the Arabian Gulf Area, wherever my services may be required.

Date 8 November 1961.

Signature of Applicant Maalouf.

ARAB TRADING & TRAVEL OFFICE

Abdul Baki Buildlug, Hamra Street
BEIRUT



EMPLOYMENT DEPARTMENT

Please attach
a recent
photograph

APPLICATION FOR EMPLOYMENT

Please complete in your own handwriting without assistance

1. TYPE OF WORK REQUIRED PAY EXPECTED

PERSONAL : Full Name
 Full Address Tel. No.
 Age..... Date of Birth..... Place of Birth..... Religion

Present Nationality..... Nationality at birth..... Marital Status

Passport No..... Place of Issue..... Date of Issue

Number of children and ages

Next of kin..... Full address of kin

2. EDUCATION	From	To	Exams. Passed	Main Subjects	Name and Location of School
Primary					
Intermediate					
Secondary					
College					
University					
Other Education					

Other Experience, Training or Skill ?

3. LANGUAGES	Spoken	Written

State proficiency : Excellent — Good — Fair — Poor

4. TYPING : Can you type Arabic ? Speed..... English ? Speed.....

5. REFERENCES: Give names of two persons (not employers or relatives) to whom we may refer.

Full Name	Address	Occupation	Years known

6. EMPLOYMENT: Present :

From	Name & address of Employer	Your Position	Description of your duties	Salary	Reason for Leaving

7. EMPLOYMENT: Previous

From	To	Name & address of Employer	Your Position	Description of your duties	Salary	Reason for Leaving

1. May we approach your present employers for a reference ?
2. May we approach your past employers for a reference ?
3. If accepted, what notice would your present employer require ?
4. Is this the first application you have made to this Company ?
5. If you are still studying, give details
6. What are your hobbies, sports and interests outside your work ?

I CERTIFY THAT I HAVE NOT MADE ANY MISREPRESENTATIONS OR INCORRECT STATEMENTS IN THIS APPLICATION.

Signature :

Date :

Kassem & Abdullah Sons of Darwish Fakhroo

DOHA - QATAR

Date

The Resident Engineer,
Darwish Engineering Dept.,
DOHA

Name

Dept.

The above employee will be arriving in Doha on

Please arrange his board and lodging in the

Quarter at Ras Abou Abboud Camp.

Thanking you,

.....
GENERAL MANAGER'S OFFICE.

(١٧) ان القانون المطبق على هذا العقد هو قانون وان المحاكم ذات الصلاحية للنظر في اي خلاف او نزاع ناشيء عن هذا العقد او حوله او بسببه هي محاكم باستثناء غيرها اطلاقاً . وتطبق شروط هذا البند في جميع الحالات التي يستعمل فيها الفريق الاول حقه الوارد في البند الثالث اعلاه وتطبق قوانين المركز الجديد على هذا العقد وتنحصر الصلاحيات في محاكمه وحدها .

لقد اتفق الفريقان على ان الفريق الثاني قد تقدم للعمل في بتاريخ وان هذا التاريخ هو بدء الاستخدام بموجب هذه الاتفاقية وقد ابرمت على هذا الاساس .

وقع عليها في بتاريخ

الفريق الثاني

الفريق الاول

شركة قاسم وعبدالله ابناء درويش فخرو - قطر

شاهد

شاهد

التوقيع

التوقيع

الاسم الكامل

الاسم الكامل

ح - مرض الفريق الثاني بسبب ناتج عن اهماله او سوء اخلاقه او تصرفه او اي مرض آخر سابق لتاريخ هذا العقد لا يكون الفريق الثاني قد صرح بتفاصيله وأسبابه لدى طبيب الشركة قبل توقيعه على هذا العقد ، أو في اية حالة يقرر فيها الطبيب الرسمي لزوم ارجاع الفريق الثاني الى وطنه .

ط - سعي الفريق الثاني لاجراء اي عمل او مركز عند غير الفريق الاول قبل الحصول على اذن خطي بذلك من الفريق الاول .

٥ - اذا رغب الفريق الثاني ان يستقبل من العمل قبل انتهاء مدة العقد عليه ان يعطي الفريق الاول شهراً انذاراً خطياً وتكون اجور السفر ذهاباً واياباً وكافة النفقات على حساب الفريق الثاني .

٦ - في حال قيام الفريق الثاني بجميع واجباته وشروط هذا العقد بشكل يرضي الفريق الاول تكون المصاريف واجور سفره ذهاباً واياباً على الفريق الاول . وفي جميع الحالات التي تنطبق عليها نصوص الفقرات ٤ (ب) و (ج) و (د) و (هـ) و (و) و (ز) و (ح) و (ط) يتحمل الفريق الثاني وحده مصاريف السفر الى مركز العمل ومنه .

٧ - ان ارتكاب الفريق الثاني لاية مخالفة لشروط هذا العقد وفي حالة طرد او صرف الفريق الثاني من الخدمة تكون اجرة سفره ذهاباً واياباً على مسؤوليته الخاصة وتطبق شروط البند السابع بكامله .

٨ - للفريق الاول الحق في حسم مقدار ثلث/نصف مرتبات الفريق الثاني الى ان يبلغ مجموع ما يحسم مع العلم بأن هذا المبلغ يبقى في حيازة الفريق الاول الى ان ينجز الفريق الثاني جميع التزاماته بموجب هذا العقد وذلك تأميناً للفريق الاول على نفقات ومصاريف سفر الفريق الثاني ذهاباً واياباً دون الاجحاف بحق الفريق الاول بالمطالبة بأي عطل وضرر آخر قد ينتج عن تقصير الفريق الثاني او اهماله او اخلاله بتنفيذ شروط هذا العقد .

٩ - لا يجوز للفريق الثاني في حالة الاستغناء عن خدماته او طرده او صرفه من الخدمة او انقطاعه عنها لاي سبب ما ان يبقى في مركز العمل مدة تتجاوز ٤٨ ساعة . وفي حال مخالفته لهذا الشرط لا يتحمل الفريق الاول ادنى مسؤولية تجاهه او تجاه السلطات التي قد تتخذ بحقه الاجراءات الرسمية بموجب القوانين المرعية الاجراء .

١٠ - ان انظمة العمل وأحواله في مركز تنفيذ هذا العقد هي شاقة وقاسية ويعترف الفريق الثاني بأنه قد اطلع على شروط هذا العقد وتفهمها ووقعها طائفاً مختاراً بعد ان لفت نظره الى الامور الآتية :

أ - ان حرارة الطقس في مركز العمل عالية جداً وخصوصاً في الصيف .

ب - ان ساعات العمل هي تسع ساعات في اليوم وأربع ساعات يوم الجمعة .

ج - ان اماكن السكن هي في الخيام المضروبة في الصحاري او البواري او الرمال حسب مقتضيات الاعمال ويقدمها الفريق الاول .

د - ان مركز العمل بعيد عن الحضارة والمدنية حيث لا اسواق او وسائل ترفيه .
هـ - ان الاكل والشرب هما من النوع الصحي الخالي من التوف والبذخ ويقدمه الفريق الاول على حسابه .

١١ - يحق للفريق الثاني ان يتقاضى في مركز العمل مبلغاً لا يتجاوز في وأما رصيد مرتباته واجوره مع مراعاة شروط البند الثامن اعلاه ، فالفريق الثاني حق التصرف بتحويلها الى من يشاء بموجب تحويل رسمي حسب انظمة الفريق الاول واصوله . على انه من المتفق عليه ان كل حوالة تصدر عن الفريق الثاني لتدفع في لبنان يجري دفعها بالليارات اللبنانية باستثناء اية عملة اخرى .

١٢ - في جميع الحالات التي يكون فيها الفريق الاول مرتبطاً مع الفريق الثاني ارتباطاً يتقاضى بموجبه اجوره على اساس يومي لا يستحق للفريق الثاني اي اجر او مرتب عن ايام التعطيل المتفق عليها مع الادارة باستثناء الاعياد الرسمية المعترف بها لدى الشركة والمتبعة لدى حكومة قطر .

١٣ - ان ما يستحق على الفريق الثاني من ضرائب ورسوم حكومية او بلدية او خلافها هي في ذمة الفريق الثاني وحده ولا يتحمل الفريق الاول اية مسؤولية عنه . وتراعى في هذا البند النصوص القانونية بشأن الحسومات التي يتوجب على الفريق الاول اجراؤها بموجب الانظمة الحكومية .

١٤ - على الفريق الثاني ان يجهز قبل سفره عدة كاملة للعمل يكون الفريق الاول قد رضي عنها واذا لم يجهز عدة فان الفريق الاول يسلمه عدة للعمل يقيد ثمنها على حسابه حتى ارجاعها كاملة .

١٥ - يتعهد الفريق الاول بتوفير تطبيب اعتيادي مجاني شرط ان يكون مرض الفريق الثاني غير ناتج مباشرة او غير مباشرة عن سوء تصرفه وشرط ان يكون المرض غير ناتج او مسبب عن اسباب غير ناتجة او حاصلة خلال قيام الفريق الثاني باعباء الوظيفة بموجب هذه الاتفاقية . كذلك اي مرض يصاب به الفريق الثاني قبل تاريخ ابتداء مفعول هذه الاتفاقية كما هو مذكور اعلاه لا يتحمل الموظف الاستفادة من مفعول هذا البند . اما اذا اراد الموظف استشارة اي طبيب غير طبيب الشركة فله الخيار في ذلك على ان يتحمل هو جميع المصارفات من رسوم طبيب ومداواة . ان الفريق الاول غير مكلف بتوفير تطبيب مجاني للاسنان ولا يتعهد بشمن الادوية في اي حال من احوال التطبيب الاعتيادي المجاني .

١٦ - اذا لم يكن مرض الفريق الثاني ناتجاً عن سوء تصرفه او سوء اخلاقه فيتعهد الفريق الاول ان يدفع اجور الفريق الثاني كاملة خلال الايام السبعة الاولى من المرض المشفوع بتقرير طبيب الشركة ونصف اجر عن الايام السبعة اللاحقة فقط وما زاد عن ذلك فلا يدفع الفريق الاول شيئاً .

١٧ - يحق للفريق الثاني ان يتقاضى اجوره من الفريق الاول مرة كل وذلك بعد اجراء الحساب وبيان الاعمال والاجور المستحقة للفريق الثاني مع مراعاة البنود ١١ و ١٢ و ١٣ اعلاه .

عقد اتفاقية

يشهد هذا العقد المؤرخ في اليوم من شهر سنة ١٩٦٦
بين شركة قاسم وعبدالله ابنا درويش فخر - قطر
(المشار اليهم فيما يلي بالفريق الاول)

والسيد من
(المشار اليه فيما يلي بالفريق الثاني)

بما يلي :

- ١) لقد استخدم الفريق الأول الفريق الثاني ، وقبل الفريق الثاني هذا الاستخدام حسب شروط هذا العقد وبنوده .
- ٢) على الفريق الثاني ان يقوم بجميع الواجبات المطلوبة منه والمفروضة فيه بصفته وباجر قدره وذلك حسب ادارة واشراف وتعليمات الفريق الأول او بأية صفة اخرى قد يتطلبها او يعينها الفريق الأول وتكون متناسبة مع صفات ومعلومات الفريق الثاني .
- ٣) مركز العمل وتنفيذ شروط هذا العقد هو او اي مكان او مركز آخر قد يعينه الفريق الاول من حين الى آخر خلال مدة هذا العقد .
- ٤) ان مدة هذا العقد هي ابتداء من تاريخ ، ويحق للفريق الأول الاستغناء عن خدمات الفريق الثاني في كل من الحالات الآتية دون حاجة الى اي اخطار او انذار او اشعار بذلك :
أ - انتهاء أعمال الشركة في مركز تنفيذ هذا العقد .
ب - ارتكاب الفريق الثاني لأي جرم او مخالفة قد يعتبرها القانون او الفريق الأول مخالفة تتنافى مع روح العقد أو اهداف تنفيذه .
ج - حيازة الفريق الثاني او تعاطيه اي نوع من العقاقير الممنوعة او المحرمة او الخمر او المخدرات او مساعدته لأي شخص آخر او اشتراكه معه في ارتكاب مخالفة من هذا النوع سواء اكان ذلك الشخص من التابعين للفريق الاول ام لم يكن .
د - حيازة الفريق الثاني او استعماله لأي نوع من انواع الاسلحة او الذخيرة او مساعدته لأي شخص آخر او اشتراكه معه في ارتكاب مخالفة من هذا النوع .
هـ - انشاء الفريق الثاني لأي حزب سياسي رسمي معترف او غير معترف به تكون اهدافه متنافية مع السياسة العامة او معارضة للحكومة التي تنفذ فوق أراضيها شروط هذا العقد .
و - التحريض على الاشتراك في اي اضراب او انقطاع عن العمل او اي تصريح او اجتماع يكون من شأنه اثاره النعرات السياسية او المذهبية او العنصرية بين صفوف العمال او الموظفين او غيرهم .
ز - ثبوت عدم كفاءة الفريق الثاني للقيام بارتباطاته وواجباته بموجب هذا العقد .

To,

The following are the conditions of life obtaining in

1. Weather-The climate of Qala is moderate and healthy.
2. Water -This is plentiful and is supplied free of charge.
3. Food -~~This arrangement will be provided by the employer.~~
4. Housing Accommodation:-This will be provided by the employer
5. ~~Social Amenities:- There are number of sport clubs where you can become a member on payments of small fees. There are many playground and number of cinemas and theaters.~~

Your faithfully,

The above conditions are agreeable to me.

For & on behalf of
M/s, Kassem & Abdulla Bassam
Saleh Abdulla Bassam

[Signature]

[Signature]
Manager

FORM OF AGREEMENT IN respect of artisans, shop assistants, etc. made on the
one thousand nine hundred 25th May 1960
between Kasem Abdullo Sons of Dawood Jaleero
of Gala carrying on business at Gala
under the style of Kasem Abdullo Sons of Dawood Jaleero hereinafter called the Employer
of the one part and Juchand Narayan Varma
son of Nayyan Varma age 30 years
of Pombay hereinafter called the Employee of the other part, whereby it is
mutually agreed as follows:—

1. The Employer hereby engages the Employee and the Employee hereby agrees to serve the Employer
as a (1) Driver in his business at (2) Gala
for a period of 2 1/2 years from the date of his engagement in India. During
such period the Employee agrees to perform all legitimate duties assigned to him in his capacity as (1) Driver
by his Employer or by any other person duly authorised to do so by the Employer.

2. The Employee shall proceed to the place of his employment in (3) Gala
and shall serve in that place and in such other places in the same country as may be required by the Employer.

3. Before the departure of the Employee from India to take up his employment, the Employer shall pay
the Employee, a sum by way of advance, not less than half a month's salary. Such sum shall be recovered by
the Employer in four equal monthly instalments commencing from the first month in which the Employee
receives a full month's salary after his arrival in (3) Gala; but the recovery of such
sum may be postponed at the discretion of the Employer for good and sufficient reasons shown by the Employee

4. The Employer shall provide the Employee and members of his family, (which expression includes
only wife and children) with free second class rail and sea passages with diet in the case of an Employee whose
basic pay is not less than Rs. 150/- per mensem; and in the case of others with free third class rail and sea
passages by deck with diet, from the place of residence of the Employee in India to the place of employment
in (3) Gala provided that members of the family may accompany the Employee
or may reach the place of employment within six months of the date on which the Employee reaches that place.
If the Employer is unable to arrange suitable living accommodation (vide clause 9 below) within the first six
months of service of the Employee, facilities mentioned in that clause will remain open for the next six months.
During the journey from the place of recruitment to the place of employment, the Employer shall pay to the
Employee daily allowance at the rate admissible under the (3) Gala Government Rules to a
(3) Gala Government servant drawing the same salary as the Employee.

5. When directed to do so by the Employer, the Employee shall move from one place to another within
(3) Gala by land, air or water in the discharge of his legitimate duties, and the
Employer shall provide the Employee with free travel facilities provided that

- (a) In the case of an Employee drawing Rs. 150/- a month or more as his basic pay, the Employer shall provide him when travelling by land, air or water with free travel facilities by a class not lower than the second class. The Employer shall grant the Employee, when he travels under the directions of the Employer daily allowance as specified in clause 4.
- (b) Nothing in this paragraph shall be construed as entitling the Employer to direct the Employee to proceed to an area which from the point of view of Law and Order is considered unsafe by the Diplomatic or Consular representative of the Government of India in the Country.

6. The Employee shall receive from the Employer during the period of this agreement a monthly basic salary of:—

- Rs. 300/- during the first year of service.
- (4) Rs. during the second year of service.
- Rs. throughout his service.

and also such cost of living allowance as is admissible under the (3) Gala
Government rules to a (3) Gala Government servant drawing the same salary as
the Employee. Such salary and allowance shall be paid at the latest on the 7th day of the month following
which they were earned. The salary of the Employee shall commence from the date on which he is engaged
in India and except in the event of his discharge, shall cease on the date of his arrival at the place of his residence
in India. The Employee shall also be paid a gratuity of one month's salary on the completion of every year
of his service.

7. The hours of work shall be regulated by the law for the time being in force in (3)..... and in the absence of any such law, the Employee shall not be required to work more than 8 (eight) hours a day during 6 (six) days in each week ending with a Saturday with a daily interval of one hour. Sunday or any other day will be allowed as a holiday each week. The Employer shall pay to the Employee overtime pay, if the latter is called upon to render work over the above prescribed hours. Overtime pay shall be paid by the hour and shall be calculated for work done on ordinary days at 1 1/2 times and for work done on Sundays and other closed holidays at twice the salary earned during each hour of working day. In addition to Bank holidays and any holidays admissible under law from time to time in (2)..... *Galan*..... the Employee shall be allowed to have six days holidays in all in a year to enable him to perform necessary rites which he may wish to do in connection with his religion faith or important religious or communal festivals, and no deduction shall be made from his salary for these or other holidays.

8. The Employee shall be entitled (exclusive of travelling time if the leave is spent at a place other than his place of duty) to one month's leave with full pay for every 11 months of service and to 10 days' casual leave in a year exclusive of the six days referred to in clause 7 above. The Employee shall also be entitled to one month's sick leave with half pay for every year of service. The Employer shall also provide the Employee with free medical attendance including medicines, medical comforts and diet charges during the period of his illness, if such illness has not been brought on by the Employee's own fault.

9. The Employer shall provide the Employee free of charge with suitable living accommodation. If the accommodation so provided is situated at a distance of one mile or more from the place of his work, the Employee shall be provided by the Employer with free transport, or suitable conveyance allowance in lieu thereof.

10. The Employer shall undertake to remit at his expense through his agent in India such portion of his remuneration as the Employee may desire, not exceeding two thirds of his salary and allowances, to his relatives or dependants in India, and shall also undertake, if required, to exchange part of the Employee's salary and allowances for local currency at the prevailing rates without collecting any exchange Commission therefor from the Employee.

11. In the event of the Employee becoming unable to fulfil the terms of the Agreement, owing to causes beyond his control, the Employer may terminate the engagement. Immediately after such termination the Employer shall repatriate the Employee as well as the members of his family referred to in clause 4 above living with him to the place of his residence in India by providing him and the members of his family with free passage of the class by which they are entitled to travel under clause 4 and with diet or daily allowance for the period of the journey as specified in clause 4. The employee shall further be entitled to receive full salary and allowances up to the expiry of the period of three months from the date of the receipt of notice terminating his engagement as aforesaid.

12. In the event of the Employee becoming incapacitated to fulfil the terms of this Agreement owing to causes within his control or wilfully committing a breach of any of the conditions of this Agreement, or being guilty of gross misconduct or insubordination, it shall be lawful for the Employer to discharge the Employee by giving him one month's notice of termination of service or one month's salary and allowances in lieu of such notice, provided that the Employer shall be responsible to repatriate the Employee as well as the members of his family living with him by the earliest available transport from (3)..... *Galan*..... in the manner provided in clause 11.

13. Compensation will be paid in all cases of disability from injury (including occupational disease and death when the injury shall proximately cause death) arising out of and sustained in the course of employment and in determining the amount of such compensation, the Employer will be guided by the Workmen's Compensation Act for the time being in force at the place of occurrence and, if no such law exists, by the Indian Workmens' Compensation Act, 1923, and in no event shall the Employer be liable for the payment of compensation in excess of that provided in the said Acts for a disability of the nature suffered by the Employee.

14. This agreement shall remain in force for *not* less than two years and not more than five years from the date of engagement in India, and shall be renewable for further periods to be stipulated in writing by the mutual consent of the parties.

15. The Employer shall have the right to terminate the Agreement at any time, on reasonable grounds, by giving the Employee one month's notice in writing or, in lieu of notice, one month's salary and allowances, and shall repatriate him as well as the members of his family to the place of his residence in India in the manner provided in Clause 11 :

- (a) Provided that the ground or grounds alleged against the Employee shall be communicated to him in writing and he shall be given an opportunity to show cause why his services should not be terminated.

- (b) An appeal against orders passed as a result of action taken in sub-clause (a) above shall lie with the *Political Agents*..... having jurisdiction in the matter.
- (c) In the event of ultimate dismissal, the Employee shall be paid for such other concessions as may be permitted under this Agreement.

PROVIDED HOWEVER that the Employer shall not terminate the Agreement as aforesaid on the ground of the Employee being surplus to his requirements. PROVIDED FURTHER that in the event of the Employer terminating the agreement on the ground of the Employee being redundant for the purposes, contemplated in this Agreement, the Employee shall in addition to one month's notice as aforesaid be entitled to receive an amount equivalent to his salary and allowances for the period of three months or for the unexpired period of the Agreement, whichever is less.

Similarly, the Employee has the right to terminate the Agreement at any time by giving the Employer one month's notice, and the Employer shall then repatriate him to the place of his engagement in India in the manner provided in clause 11. Should the Employee terminate the Agreement before the expiry of the first twelve months of the Agreement, he shall be entitled to receive from the Employer only his salary and allowances for the period of notice, or the cost of the return passage to India for himself and the members of his family by the class to which he and the members of his family would otherwise be entitled, cost of the railway fare to his place of residence and daily allowance for the period of journey, whichever is greater.

16. This Agreement shall not be valid unless the Controller of Immigration (5)..... *Gala*..... has authorised the residence in (3)..... *Gala*..... of the Employee for the period of agreement or until the termination of the employment, whichever is earlier. No renewal of the Agreement for any further periods shall be valid unless the Controller of Immigration (5)..... *Gala*..... has authorised the continued residence in (3)..... *Gala*..... of the Employee for the extended period of the Agreement. It shall be the duty of the Employer to apply for and obtain, at his expense, the necessary authority from the Controller of Immigration for the Employee's entry into and residence in (3).....

17. The Employee shall be prohibited from trading of any sort or kind during the currency of this Agreement.

18. On the termination of this agreement, the Employer shall repatriate the Employee, as well as the members of his family living with him, to India not earlier than seven days from the date of termination in the manner laid down in Clause 11 and, unless he has been discharged under clause 12 or the Agreement has been terminated under clause 14 the Employer shall pay him his full salary up to the date of his arrival at the place of his residence in India.

19. In case of premature death of the Employee during the tenure of the Agreement, it shall be the duty of the Employer to arrange at his expense to send—

- (a) the members of the family of the deceased Employee living with him in (3)..... *Gala*.....
- (b) the personal effects of the deceased Employee ; and
- (c) to arrange facilities for remitting the deceased Employee's legitimate earnings and savings in (3)..... *Gala*.....

to India.

20. If the Employee or any of the members of his family living with him does not avail himself of the passage offered to him by the Employer on the termination of his employment, in the manner specified in this Agreement, the Employee or the member of the family who does not avail of the passage shall forfeit his/her claim to repatriation. The Employer shall obtain a written declaration from the Employee to the above effect and forward the same to the Protector of Emigrants concerned along with the claim for refund of the deposit.

21. If any difference or dispute shall arise as to the true intent of this Agreement or any part thereof or in any way connected with or arising out of the same, the matter shall be submitted for arbitration to the Indian (or if there is no Indian Representative, the British) Diplomatic or Consular Representative in the country of employment or the Protector of Emigrants at (6)..... *B. D. D. D.*..... and his decision shall be final and binding on both the parties and the provisions of the Indian Arbitration Act, 1940, and any statutory modification or re-enactment thereof or rules framed thereunder shall apply to such arbitration.

22. Subject as provided in clause 21 hereof and subject further to the provisions regarding conditions of labour as contained in clause 24 hereunder, this Agreement shall be governed by the Laws of India and be subject to the jurisdiction of the courts in India.

23. No part of the fees paid or to be paid to the Government in respect of the emigration of the Employee or his dependants or the security deposit shall be borne by or recovered from the Employee or from his dependants, directly or indirectly by deducting from his remuneration or otherwise howsoever.

24. Nothing contained in this Agreement shall in any manner be construed as derogating from the rights of the Employer and the Employee under any law for the time being in force in (3)... *Bahari* with respect to conditions of labour.

IN WITNESS WHEREOF the parties to the Agreement have set their respective hands on the day and year first mentioned above.

Signed and delivered on behalf of the said Employer.

V/s. Kassem & ...
Saleh ...

In the presence of *[Signature]* Manager.

Signed by the Said Employee *[Signature]*

In the presence of



[Signature]
Protector of Emigrants

[Signature]
Protector of Emigrants

Footnotes :-

- (1) Describe the work e.g. Carpenter, Mason, Fitter, etc.
- (2) Name, town and country.
- (3) Name the country only.
- (4) Cut out what is not required.
- (5) Name of port.
- (6) Name of Indian port.

Ralai

NOMINAL ROLL OF EMIGRANT

on _____ per S.S. to _____

Name and particulars of passport or other valid travel document held	Father's name	Name & Address of next of kin showing relationship with the Employee	Designation	Salary	REMARKS	Class of Passage provided
<i>[Signature]</i>	Narayan Rama	<i>Jalgaon</i> Narayan Rama Fort bus, Chisle Bhalapur Kolar Dist Mysore State	<i>Driver</i>	<i>Rs 300/-</i>		
Height	Nationality & Caste	Distinguishing Marks	Date of Appointment	Period of Engagement		
	<i>Dr. Shari</i> <i>Hindu</i>		<i>25-5-60</i> <i>from the date of agreement of registration</i>	<i>1 year</i>		
Age						

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

قاسم وعبدالله ابنا درويش فخر

KASSEM & ABDULLAH SONS OF DARWISH FAKHROO

P. O. Box : 71
Cable Address : ALDARWISH
Codes : A. B. C. 6th Edition
Bentley's Second
Telephones : 2343, 2344, 2348, 2557

الدوحة - قطر
DOHA - QATAR

صندوق البريد : ٧١
العنوان البرقي : الدويش
الشفرة : آ. ب. ث. الطبعة السادسة
بتليز الثاني
تلفون : ٢٣٤٣ ، ٢٣٤٤ ، ٢٣٤٨ ، ٢٥٥٧

Our Ref.

Your Ref.

December 22nd, 1960

T O :-

ALL DEPARTMENTS.

CIRCULAR/PERSS-I

No employees are to be engaged or even taken on for trial without prior written authority from Management.

When a request for a new hire is made, the Head of Department should present to the Management a full justification and substantial reasons for this request.


GENERAL MANAGER

Chief Accountant
Q. C. S.
D. T. B.
Q. N. T.
Q. N. T. (Airport)
File

D. A. C.
P. C. C.
Modern Home
G. E. C.
Qatar Tours

*File
Circulars*

C I R C U L A R N o . 1 0

T O : H E A D S O F D E P A R T M E N T S

Several circulars were issued to Heads of Departments on the question of processing new recruits. It is unfortunately noticed that such circulars are not being strictly adhered to.

Under no circumstances will a new employee be engaged, be it on a permanent or a trial basis, without the prior written approval from Management.

Accounts Department are instructed not to pay any employee that has been engaged without written approval from Management, and Management will not henceforth approve any application prepared after employment has taken place.

The Head of Department himself will be responsible to meet such expenses if he fails to abide by these instructions, and his action in such case shall be looked upon as failure on his part to perform his duties.

D O H A , December 5th, 1961

VICTOR N. HASHEM
General Manager

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

قاسم وعبدالله ابنا درويش فخر

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الدرجة - قطر

DOHA - QATAR

صندوق البريد : ٧١

المنوان البرقي : الدرويش

الشفرة : آ. ب. ث. الطبعة السادسة

بنتليز الثاني

تلفون : ٢٣٤٣ ، ٢٣٤٤ ، ٢٣٤٨ ، ٢٥٥٧

Doha, June 16th, 1962. Our Ref.

Your Ref. الدوحة : ١٩٦٢ / ٦ / ١٦

CIRCULAR No. PERS/62/20.

تعميم رقم ٦٢ / ٢٠

الى جميع رؤساء الدوائر :-TO ALL HEADS OF DEPARTMENTS:-

This is in further reference to our Circulars Nos. Pers/1 and Pers/10 dated 22.12.1960 and 5.12.1961 respectively, having regard to the employ of new recruits.

Unfortunately, it has been noticed that not all of the Departments are abiding by the instructions making the object of the above circulars.

Therefore, we enjoin all concerned to strictly adhere to our instructions, and under no circumstances should any employment whatever be effected by any one department without prior approval of the General Management.

We hope that no violation of these rules will be experienced in future.

بهذا نلفت نظر رؤساء الدوائر الى تعامينا رقم شم / ١ بتاريخ ٢٢ / ١٢ / ٦٠ ورقم / شم / ١٠ بتاريخ ٥ / ١٢ / ٦١ الخاصة بالتعاقد مع الموظفين الجدد .

فلقد لاحظنا حتى الآن أن هناك

بعض الدوائر لم تتقيد بما جاء بهذه التعميمات

السالف ذكرها ، لذلك رأينا أن نذكر الجميع

بضرورة اتباع تعليماتنا ، وألا يجرى أى تعاقد

مع أى موظف أو عامل جديد قبل الحصول على

موافقة الإدارة سلفا على هذا التعيين .

نأمل ألا نواجه أية مخالفات من قبل

رؤساء الدوائر تجاه هذه التعليمات .

المدير العام

قاسم وعبدالله ابنا درويش فخر

KASSEM & ABDULLAH S/O. DARWISH FAKHROO

18

DOHA-QATAR

APPLICATION FORM

- 1 — Name in full
- 2 — Date & Place of Birth 3 — Nationality
- 4 — Passport No. Issued at.
- 5 — Permanent Address Tel. No.
- 6 — Present Address Tel. No.
- 7 — Single/Married/Widower No. of Children
- 8 — Do you have any relatives in the Company ? If (yes) mention the names :
.....
- 9 — Type of Job Desired 10 — Minimum Pay Expected
- 11 — Are you employed now ? if (yes) mention the name of the
Firm and the type of your job.
- 12 — *EDUCATION* : (Name of School, Number of years and Degrees)

13 — Languages Spoken & Written _____

14 — Previous Employment : —

<u>From</u>	<u>To</u>	<u>Name of Firm</u>	<u>Job</u>	<u>Salary</u>
-------------	-----------	---------------------	------------	---------------

- a.
- b.
- c.
- d.
- e.

15 — Reasons For Leaving Last Job ?

16 — References (Names addresses and jobs)

- a.
- b.
- c.

I hereby Certify, that to the best of my knowledge, the above information is true and will be responsible for any false declaration given by me.

Date

Signature

KASSEM & ABDULLAH SONS OF DARWISH FAKHROO

DOHA - QATAR

APPLICATION FORM

- 1. Name in full
- 2. Date & Place of Birth Religion
- 3. Nationality Passport No.
- 4. Permanent Address
- 5. Present Address
- 6. Single/Married/Widow No. of Children with Age

7. Do you have any relatives in this company? If (Yes) mention the names

8. Type of Job desired

9. Minimum Salary expected

10. Education & Training (details of Schools, Vocational Training & Private Studies)

11. Languages (spoken & written)

12. Details of present employment, if any

13. Previous Employment :

<u>From</u>	<u>To</u>	<u>Name of Firm</u>	<u>Job</u>	<u>Salary</u>
-------------	-----------	---------------------	------------	---------------

14. Reasons for leaving last Job?

15. Name, Address and Profession of Two References:

i)

ii)

I hereby certify that to the best of my knowledge, the above informations are true and will be responsible for any false declaration given by me.

Date

Signature

تقرير المقابلة :

INTERVIEW REPORT :

Name of interviewer Designation

اسم المقابل عنوان وظيفته

Date of interview

تاريخ المقابلة

ASSESSMENT :

التقديرات

a)	LANGUAGES:	POOR	FAIR	GOOD	V. GOOD
	ARABIC
	ENGLISH
	Other Languages
b)	General Knowledge & Experience:			

1 - اللغة	دون المتوسط	متوسط	جيد	جيد جدا
العربية
الانجليزية
لغات أخرى

ب - المعلومات العامة والخبرة :

c) Personality & Appearance :

د - الشخصية والمظهر :

RECOMMENDATIONS :

التوصيات :

a) Is applicant suitable for work? Yes No

b) Consider Age & Physical status in relation to the proposed work

أ - هل تعتبر طالب العمل لائقا : نعم لا
ب - وضع فيما اذا كان العمر والقابلية البدنية تناسب العمل المطلوب

c) Particulars of proposed post:

Job Description

د - تفاصيل العمل :

Department

وصف العمل

Details of Duties

الدائرة

Salary Recommended :

تفصيل الواجبات

الراتب المقترح

Date

Signature

التاريخ

التوقيع

FOR MANAGEMENT USE ONLY :

Engagement

Approved

Not Approved

لاستعمال الادارة فقط :

نصادق
لا نصادق

على الاستخدام

Date

Signature

التاريخ

التوقيع

قاسم وعبدالله بناء درويش فخر

الدوحة - قطر

نموذج توظيف محلي

KASSEM & ABDULLAH SONS OF DARWISH FAKHROO

DOHA - QATAR

LOCAL ENGAGEMENT FORM

قاسم وعبدالله بناء درويش فخر

الدوحة - قطر

طلب استخدام

الاسم الكامل
 تاريخ ومحل الميلاد الديانة
 الجنسية رقم جواز السفر
 العنوان الدائم
 العنوان الحالي
 أعزب / متزوج / أرملة عدد الأطفال مع أعمارهم
 هل لديك أقارب في المؤسسة إذا كان الجواب (نعم) بين
 أسماءهم
 نوع العمل المطلوب
 الحد الأدنى للراتب
 الثقافة والتدريب (اذكر المدارس ، التدريب المهني ، والدراسات الخاصة)
 اللغات (تحدثاً وكتابة)
 العمل الحالي (ان وجد)
 الأعمال السابقة : -
 من الى اسم المؤسسة العمل الراتب
 أسباب ترك آخر عمل ؟
 اسم وحرفة شخصين ممكن الاستشهاد بهما :
 (١)
 (٢)
 أشهد بهذا بأن المعلومات المبينة أعلاه هي صحيحة وانني أكون مسؤولاً عن أي خطأ قد يظهر
 في التصريحات المبينة أعلاه :
 التاريخ
 التوقيع

الدائرة
 الاسم
 العمر
 رقم جواز السفر
 صادر عن
 الجنسية
 رقم اذن الإقامة
 الوظيفة
 الاجور / الراتب
 تاريخ ابتداء العمل
 اضافي / محل
 أسباب التوظيف
 المؤهلات
 امتحن لدى
 مكان العمل السابق (١)
 Last two Jobs: 1)
 Name of firm, job and salary
 (٢)
 Name of firm, job and salary
 أسباب ترك العمل (١)
 (٢)
 العنواين
 Date Head of Department
 التاريخ مدير الدائرة
 موافق : : Approved
 Date General Manager
 التاريخ المدير العام

Distribution after approval
 1) Accounts (2) Department (3) File

بعد الموافقة يحول هذا النموذج الى :
 (١) المحاسبة (٢) الدائرة المختصة (٣) الملف

KASSEM & ABDULLAH SONS OF DARWISH FAKHROO
DOHA-QATAR

SALARY INCREASE/ADJUSTMENT RECOMMENDATION FORM

FOR DEPARTMENT USE

Employee's Name Department

Salary at Engagement Job Description Date

Last Increase Job Description Date

Recommended Increase **Job Description** **Effective**

Recommendations :

.....

.....

.....

Date Head of Department

FOR ACCOUNTS USE

Above information was checked with our records and found correct/as below :

Remarks

.....

.....

.....

Date Chief Accountant

FOR MANAGEMENT USE

The above recommendations were studied and it is approved that :

Mr. be granted a raise of

effective

Remarks

.....

.....

Date General Manager

Distribution after Approval

- (1) Accounts
- (2) Personal File
- (3) Department

قاسم وعبدالله ابنا درويش فخر
الدوحة - قطر

KASSEM & ABDULLAH SONS OF DARWISH FAKHROO
DOHA - QATAR

Doha: 24/9/1962.

الدوحة : ٢٤ / ٩ / ١٩٦٢

EMPLOYEES PROGRESS REVIEW

تقارير عمل المستخدمين

To: ALL HEADS OF DEPARTMENTS.

الى : جميع رؤساء الأقسام

The following procedure has been laid down to ensure that all Employees will regularly receive half yearly consideration and awarded as and when deserved:-

ستطبق الترتيبات التالية بفترات

منتظمة كل ستة أشهر لتتبع كيفية قيام المستخدمين
بواجباتهم .

1) The Personnel Department will send the Forms (Specimen attached) to Departments, on 1st June and 1st December of each year.

١ - يرسل قسم الذاتية الاستدارات (بالتمونج

المرفق) الى الفروع في أول حزيران وأول كانون
الأول من كل سنة .

2) The Departmental Heads should complete and return them to Personnel Department not later than the 15th of the same month.

٢ - على رئيس الفرع أن يكمل التقرير ويعيده

الى ملاحظ الذاتية بمدة أقصاها اليوم الخامس
عشر من الشهر نفسه .

3) The Personnel Officer will pass the Forms to the Management for consideration after ensuring that all particulars and increments history are correct.

٣ - يقدم ملاحظ الذاتية الأستمارات الى

الأدارة للنظر بها بعد التأكد من صحة جميع
المعلومات الواردة فيها .

The General Manager will indicate his decision, and, should an increment action is required, the Personnel Officer will issue an authority to Accounts and notify the employee concerned and his Department.

يثبت المدير العام قراره في القسم

المخصص وعندما يصادق على زيادة في الراتب يقوم
ملاحظ الذاتية باخبار المحاسبة والمستخدم المعنى
ودائره بذلك .

GENERAL MANAGER

المدير العام

cc: Personnel Department.

نسخة : الى قسم الذاتية

cc: Accounts Department.

نسخة : الى قسم المحاسبة

4 - لاستعمال دائرة الذاتية :

ملاحظات :-

مامور الذاتية

5 - لاستعمال الادارة :-

نحول بهذا زيادة راتب السيد

شهريا/يوميًا اعتبارًا من

ملاحظات :-

المدير العام

التاريخ

تقرير عن أعمال الموظفين

اسم الموظف الفرع

الراتب عند ابتداء العمل وصف العمل التاريخ

الراتب الحالي .. وصف العمل التاريخ

موجز الزيادات السابقة

التاريخ	الزيادة
.....
.....
.....

أشرف في المربعات أدناه تقديرك عن إنتاج وخدمة المستخدم خلال الفترة المبتدئة منذ آخر تقرير حسب المقاييس المبينة أدناه :-

أ - فوق العادة

ب - جيد

ت - مرضي

ج - لا بأس به

د - رديء

(١) الخبرة والمهارة في العمل : بين تقديرك عن خبرة المستخدم ومهارته في العمل المتطلب ان يزاوله .

(٢) الاثمان والثقة : بين الى أية درجة يمكن ان يوثق بالمستخدم ويؤمن وكذلك مدى استيعابه وتنفيذه للتعليمات والأوامر .

(٣) الفعالية والاهتمام بالعمل : قدر الجهد الذي يبذله المستخدم وكذلك مدى اهتمامه بالنتائج المتأتية عن عمله .

(٤) تصرف المستخدم : قدر مدى اندماج المستخدم بمرؤوسيه ورفاقه ورؤسائه

ملاحظات أخرى لرئيس القسم

تمليء فيما اذا استحققت الزيادة :

بعد ملاحظة ما تقدم اقترح بالاجراء التالي مكافأة للأعمال التي قام بها هذا المستخدم .

أ - الا يعطى زيادة في الوقت الحاضر على ان النظر في عمله بعد مدة

ب - أن يمنح زيادة قدرها شهريا/يوميًا .

KASSEM & ABDULLAH SONS OF DARWISH FAKHROO

DOHA — QATAR

EMPLOYEES PROGRESS REVIEW

Employee's Name Department

Salary on Engagement Job Description Date

Present Salary Job Description Date

Increments History:	Increment	Date
.....
.....
.....

Indicate in the cubes below your assessment of the employee's performances throughout the period since the last report according to the Scale below :-

- A OUTSTANDING
- B GOOD
- C SATISFACTORY
- D FAIR
- E POOR

- i) JOB SKILL & KNOWLEDGE: Consider how the employee measures upto the job in terms of skill and knowledge of the work he normally performs.
- ii) RELIABILITY: Consider the extent to which the employee can be depend- ed upon to absorb instructions and put them into effect.
- iii) INDUSTRY & INTEREST: Consider the effort put into the job by the employees and the interest he shows regardless of the result.
- iv) ATTITUDE: Consider how the employee gets along with his Juniors, Associates, and Seniors.

Other relevant comments by Departmental Head:-

To be completed if increment due.

Having regarded the above report, I recommend that the employee's performance should be rewarded as follows:

- a) That no increment be rewarded immediately but that his performance be revised again after Months.
- b) That an increment of per month/Day be awarded.

HEAD OF DEPARTMENT

4 FOR PERSONNEL DEPARTMENT USE

COMMENTS

PERSONNEL OFFICER

5 FOR MANAGEMENT USE

Approval is hereby given to increase the Rate of Pay of Mr.

To

Month/Day w.e.f.

DATE

GENERAL MANAGER

KASSEM & ABDULLAH SONS OF DARWISH FAKHROO

DOHA : QATAR

(A) From No. Pers/

To Date

CONFIDENTIAL

EXPIRY OF AGREEMENT

The Agreement of the following employee is shortly due for renewal. Please advise this office before whether you wish him to be offered a further contract.

N A M E	DESIGNATION	DATE OF EXPIRY

Personnel Officer

(B) From Dept.

To: Personnel Department.

We recommend that the Agreement of the abovenamed be

(Head of Department)

(C) FOR MANAGEMENT USE:

Renewal approved/Not approved.

GENERAL MANAGER

قاسم وعبدة البناء درويش فخر

الدوحة - قطر

(أ) من توظيف /
الى التاريخ

سري

انتهاء اتفاقية

ان اتفاقية الموظف المدرج ادناه ستستحق التجديد قريباً . يرجى اعلام هذه الدائرة قبل عما اذا كنتم ترغبون في تجديدها معه ام لا .

الاسم	عنوان الوظيفة	تاريخ الانتهاء

ضابط الذاتية

(ب) من

الى : دائرة الذاتية .

نقترح اتفاقية المذكور اعلاه .

(رئيس الدائرة)

(ج) لاستعمال الادارة :

نصادق على التجديد .
لا نصادق

المدير العام

KASSEM & ABDULLAH SONS OF DARWISH FAKHROO

DOHA - QATAR

Ref. No. الرقم

Date التاريخ

Dear Sir:

We have pleasure in offering you a renewal of your Agreement for a further period of years from as on a salary/wage of per month/day. This offer is subject to your being passed fit by our Medical Officer.

If you accept this offer, kindly sign and return duplicate copy of this letter. At the same time, if there has been any change of your nominated next/of/kin, please give particulars.

Yours faithfully,

GEERAL MANAGER.

1 I agree to a renewal of my Agreement on the above terms.

2. My next-of-kin and home address:

a) remain unchanged.

b) are now as follows:-

.....
.....
.....

(signed).

الامضاء

cc: Accounts Dept.

cc: Head of Department.

PER/5

ذاتية/ ٤

نسخة : لدائرة المحاسبة .

• : لرئيس الدائرة .

ذاتية/ ٥

بعد التحية ،

يسرنا ان نعرض عليكم تجديد اتفائيتكم معنا لمدة سنة اخرى اعتباراً من ك براتب/ اجرة قدرها شهرياً/ يومياً ان هذا العرض يتوقف على نجاحكم بالفحص الطبي من قبل طبيب المؤسسة .

اذا قبلتم هذا العرض يرجى توقيع واعادة النسخة الثانية من هذا الكتاب . وبالوقت نفسه يرجى اعلامنا عما اذا حصل تغيير باسم وعنوان وريثكم .

المخلص

المدير العام

١ - اوافق على تجديد اتفائيتي حسب الشروط المبينة اعلاه .

٢ - ان عنوان وريثي هو :

أ - لم يتغير .

ب - قد تبدل حسب ما يلي : -

.....
.....
.....

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

قاسم وعبد الله بناء درويش فخر

الدوحة - قطر

KASSEM & ABDULLAH SONS OF DARWISH FAKHROO

DOHA — QATAR

CONFIDENTIAL

سري

Ref. No. رقم الاشارة

Date التاريخ

Mr. السيد/

Dept. دائرة/

Dear Sir: بعد التحية/

We have pleasure in advising you that with effect from you will receive an increment, bringing your salary to Rs. per month/day.

يسرنا ان نعلمكم باننا قد قررنا منحكم زيادة شهرية مقدارها ابتداء من يوم

Your post title will be سيكون عنوان وظيفتكم

We hope that your progress will Continue.

نأمل أن نلمس منكم دائماً كل نشاط واجتهاد في العمل .

Yours faithfully,

المخلص

GENERAL MANAGER

المدير العام

cc: Accounts Dept. (for payroll action).

دائرة المحاسبة - للعمل بموجبه .

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

قاسم وعبدالله ابنا درويش فخر

KASSEM & ABDULLAH SONS OF DARWISH FAKHROO

39
fik

P. O. Box : 71
Cable Address : ALDARWISH
Codes : A. B. C. 6th Edition
Bentley's Second
Telephones : 2343, 2344, 2348, 2557

الدوحة - قطر
DOHA - QATAR

صندوق البريد : ٧١
المنوان البرقي : الدرويش
الشفيرة : آ. ب. ث. الطلعة السادسة
بتلير الثاني
تلفون : ٢٥٥٧ ، ٢٣٤٨ ، ٢٣٤٤ ، ٢٣٤٣

Our Ref.

Your Ref.

٤/١٩٦١

June 13, 1961

C I R C U L A R;

Under no circumstances will any employee proceed on leave or for good without the General manager's Office being informed.

All heads of departments are requested to report to this office ahead of time names of employees proceeding on leave or services of whom are dispensed with, the date of departure and expected date of return. For all the formalities of booking of seats, obtaining return visas and exit permits will be processed by authority of this office only.

Travel Offices are not to issue any tickets for employees without authority from the General manager's office.

GENERAL MANAGER.

35

Kassem & Abdullah Sons of Darwish Fakhroo

DOHA - QATAR

Date

The CHIEF ACCOUNTANT.

Name :

Department :

The above employee will be proceeding on leave/for good on

by

Kindly settle his account as follows :

1. Increment effective
2. Bonus
3. Leave :

PERSONNEL DEPT.

GENERAL MANAGER.

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Kassem & Abdullah Sons of Darwish Fakhroo
DOHA - QATAR

Date

PASSPORT SECTION :

Name

Nationality

Passport No.

Kindly obtain :

1. No Objection Certificate
2. Return Visa
3. Exit Permit
4. Residence Permit
5. Renewal of Passport

pertaining to the above employee/visitor.

.....
GENERAL MANAGER'S OFFICE.

37

Kassem & Abdullah Sons of Darwish Fakhroo

DOHA - QATAR

Date

The Resident Engineer,
Darwish Engineering Dept.,
DOHA

Name:

Department:

This is to advise that the above employee will be proceeding on
leave on

.....
GENERAL MANAGER'S OFFICE.

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

قاسم وعبدالله ابنا درويش فخر


KASSEM & ABDULLAH SONS OF DARWISH FAKHROO

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الشفرة : آ. ب. ث. الطبعة السادسة
بتلزي الثاني

تلفون : ٢٣٤٣ ، ٢٣٤٤ ، ٢٣٤٨ ، ٢٥٥٧

Our Ref.

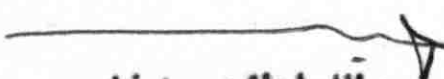
Your Ref. ١٩٦٢ / ٨ / ٣٠ : الدوحة

تعميم رقم / ٦٦ / ٦٦

الى جميع رؤساء الأقسام

لقد لاحظت الإدارة أن الطلبات التي ترد اليها بخصوص مواعيد قيام موظفي الدوائر بأجازاتهم السنوية ترد اليها في معظم الأحيان قبل الموعد المحدد لسفر الموظفين بفترة قصيرة ، مما يكون سببا في عرقلة سير العمل ، لذلك فأنه على جميع رؤساء الأقسام أن يخطرأ الإدارة العامة بشأن مواعيد سفر موظفي أقسامهم بفترة لا تقل عن اسبوع على الأقل ، حتى تتمكن الإدارة العامة من ترتيب سفرهم ، وان أي طلب يرد الى الإدارة مخالفا لهذه التعليمات سوف لا ينظر في شأنه .

نأمل من الجميع مراعاة ما تقدم .



قاسم وعبدالله ابنا درويش فخر

KASSEM & ABDULLAH SONS OF DARWISH FAKHROO

Doha, Qatar,
Date

Ref. No.

Dear Sir:

LEAVE NOTIFICATION

We have pleasure in granting you home leave in
on the following terms:-

1. You are granted days leave with pay for your months service with us.
2. Your leave will commence on and will terminate days thereafter. Should you overstay your leave without prior written consent from our Offices, your Agreement may be teated as automatically cancelled, and this letter will constitute one month's notice in accordance with Clause No. thereof.
3. The Company will provide you with a ticket to by leaving Doha on or about
4. You will be paid for days leave prior to your departure, which represent half your accumulation.
5. You should report to Personnel Department for your leave settlement on taking your clearance certificate from your department.

Please sign the duplicate copy of this letter as an indication of your acceptance of its conditions.

Yours faithfully,

PERSONNEL OFFICER.

cc: Accounts Dept.: Please arrange settlement.
cc: Dept. Please arrange for the above named to report to this Office on for completion of settlement, together with his clearance certificate.

قايم وعبدان ابناء درويش فخر

الدوحة : قطر
التاريخ : / / ١٩٦

رقم الاشارة :

مذكر اجازة

يسرنا أن نمنحكم اجازة تقضونها في وطنكم

حسب التفصيلات التالية : -

١ - تمنح يوماً اجازة بأجور كاملة عن خدماتكم معنا وبالغلة
شهرًا .

٢ - تبدأ اجازتكم في وتنتهي بعد
يوماً من ذلك التاريخ ، واذا تخلفتكم عن الرجوع بعد هذا التاريخ دون موافقتنا التحريرية
سيؤدي ذلك الى اعتبار اتفاقيتكم معنا ملغاة وبصورة تلقائية ، وستعتبر هذه المذكرة بمثابة
مدة شهر انذار بالفناء الخدمات حسب الفقرة في العقد .

٣ - ستجهزكم المؤسسة بتذكرة سفر درجة الى
على التي ستفاد الدوحة او حوالي

٤ - ستدفع لكم اجور عن يوماً أي عن نصف ما تراكم
لكم من اجازات .

٥ - يجب حضوركم الى قسم شؤون الموظفين لتصفية حساب اجازتكم في
بعد الحصول على شهادة الابرأء من دائرتكم .

يرجى توقيع النسخة الثانية من هذه المذكرة كاعترافاً بقبولكم هذه الشروط .

نسخة الى - دائرة المحاسبة للعمل بموجبه ضابط الذاتية

نسخة الى - دائرة يرجى ترتيب حضور المشار اليه اعلاه الى هذه الدائرة

في لعمل حسابه على ان يجلب معه شهادة براءة من دائرتكم .

ذاتية/٦

KASSEM & ABDULLAH SONS OF DARWISH FAKHROO

From: Personnel To:

No: Date:

Subject: Return from leave advise.

Ref. LEAVE NOTIFICATION No.

The following employee is reporting to you herewith for duty after enjoying days leave with pay and days leave without pay.

Name	Designation	Pay	w. e. f.

PERSONNEL OFFICER.

cc: Accounts Dept: The abovenamed should be shown on Payroll w.e.f.

PERS/7

قاسم وعبد الله أبناء درويش فخر

الدوحة - قطر

من : قسم شؤون الموظفين

الى :

تاريخ :

الموضوع : أعلام بالعودة من الاجازة

الأشارة : مذكرة الاجازة رقم ()

نرسل لكم الموظفين المدرجة اسمائهم ادناه للعمل بعد تمتعهم باجازة قدرها يوماً بأجور كاملة و يوماً بدون أجور .

الاسم	عنوان الوظيفة	الاجر	اعتباراً من

ضابط الداتية

نسخة : الى المحاسبة للعمل بموجبه

قاسم وعبد الله أبناء درويش فخر

KASSEM & ABDULLAH SONS OF DARWISH FAKHROO

P. O. Box : 71
Cable Address: ALDARWISH
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Telephones : 343, 344, 348, 557

الدوحة - قطر
DOHA - QATAR

صندوق البريد : ٧١
العنوان البرقي : الدويش
الشفرة : آ. ب. ث. الطيبة السادسة
بتليز الثاني
تلفون : ٥٥٧٠٣٤٨٠٣٤٤٠٣٤٣

Our Ref.

Your Ref.

الدوحة في ١٩٥٩/٤/١

تعميم توظيف رقم ٦

التسهيلات المنوحة للموظفين المتزوجين :

- ١ كل موظف مضي على خدمته مدة سنتين او اكثر يسمح له باحضار عائلته الى قطر بعد تجديده عقد خدمته لمدة سنتين قابلة للتجديد طالما لعقود متتالية مدة كل منها سنتين برضا الطرفين .
- ٢ كل موظف غير متزوج مضي على خدمته مدة سنتين وتزوج بعدها له الحق في احضار عائلته بنفس التسهيلات المذكورة في هذا التعميم وهي :

١ - السفر :

- ١ يسمح للموظف باحضار زوجته واطفاله الذين يقل سنهم عن ١٢ سنة وتدفع المصلحة مصاريف سفرهم في الاياب والذهاب بعد قضاء الموظف مدة العقد اي سنتين .
- ٢ للموظف الحق في احضار عائلته واعادتها الى لبنان على حساب المصلحة مرة واحدة خلال عقد الخدمة المنصوص عليه .
- ٣ اذا لآى سبب ما رغب الموظف في انها عقد خدمته بعد اعطاء اذار للمصلحة حسب عقد الاستخدام المتفق عليه وكان سفره قبل انتهاء سنة من تاريخ ابتداء عقده تكون مصاريف سفره وعائلته على حسابه الخاص وتخضع من رواتبه المستحقة او تدفع للمصلحة نقداً . واذا مضت سنة على عقد عمل الموظف او اكثر تخضع اجور سفره وعائلته بصورة نسبية عن المدة التي قضاها من عقد استخدامه .

ب - العلاوة .

- (١) تحسب المصلحة للموظف من تاريخ احضار عائلته ووصولها الى قطر مبلغ ٤٠٠ روبية علاوة معيشة شهريا ويكون الموظف في هذه الحالة مسؤولا عن سكنه وعائلته والمياه والكهرباء وكل ما يتعلق بذلك .
- (٢) اى موظف قد مضى على خدمته مع المصلحة اربعة سنوات او اكثر تزداد علاوة المعيشة الى ٥٠٠ روبية شهريا .
- (٣) اى موظف تسافر عائلته من قطر تنقطع عنه علاوة المعيشة المنصوص عنها في الفقرة (ب) اعلاه ويسمح له بالانتقال والسكن والاطعام في مخيم المصلحة في رأس ابو عبود .

ج - النقليات .

- (١) الموظفين الذى يختارون احضار عائلاتهم الى قطر والذين اعمالهم لا تقتضي صرف سيارات من المصلحة لهم بعد اوقات الدوام عليهم ان يرتبوا انتقالهم من مساكنهم الى جهات العمل المطلوب منهم العمل فيها دون الرجوع الى المصلحة او الطلب من المصلحة ترتيب انتقالهم من مكان سكنهم والعودة ومن المفهم ان كل موظف يجب ان يرتبط بمواعيد العمل المقررة بصرف النظر عن قرب او بعد المنزل الذى يختاره الموظف لسكنه .

د - التسهيلات والقروض .

- (١) لقد وضعت شركة الدرويشر للسيارات نظاما تباع على اساسه السيارات لموظفي شركة نفط قطر المحدودة وتسهيلا لجميع موظفي الدرويشر يمكن تعديده هذا النظام ليشمل اى موظف يرغب في شراء سيارته الخاصة مع تعديله لطيف وهو الاحتفاظ بملكية السيارة باسم المصلحة الى حين تسديد ثمنها كاملا . مشتري السيارات من قبل الموظفين ينطبق لا فقط على الموظفين المتزوجين الذين يحضرون عائلاتهم بل على اى موظف قد مضى له في خدمتنا سنتين او اكثر .
- (٢) وتسهيلا وتشجيعا للموظفين تعطيهم المصلحة قرضا لا يزيد عن مبلغ الفى روبية بعد التأكد من ان الموظف قد استأجر له منزلا للسكن في الدوحة وذلك لمساعدته في المصاريف الاولية على ان يتم خصم هذا القرض من رواتبه شهريا موزعة على اثني عشر شهرا . وفي حالة استقالة الموظف او فصله من العمل لاى سبب كان لا يحق للموظف التصرف في اى من الاثاث الموجود في منزله قبل ان تسترد المصلحة ما لها من دين على الموظف .

(٣) فيما عدا الفقرة رقم د (١) والخاصة بمشتري السيارات ينطبق هذا التعميم على الموظفين الشهرين المستوردين من رؤساء الدوائر والاقسام وحسب نظام النقاط الذى سيعمل عنه قريبا .

45

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

مكتب الدرويش للسياحة

DARWISH TRAVEL BUREAU

IATA Approved Agents

Cable Address : ALDARWISH
Telephone No. 2555 & 3555

العنوان التلغرافي : الدرويش
تلفون رقم ٢٥٥٥ ، ٣٥٥٥

DTB/M/1050



Doha (Qatar) 25th April, 1962 (قطر)
P. O. Box 71 ص. ب. رقم ٧١

The General Manager,
Kassem & Abdullah Sons of Darwish Fakhroo,
DOHA.

Dear Sir,

With reference to your Circular No. PER/62/11 of 23rd
April 1962, the following information is hereby submitted
as requested.

NAME : ALPHONSUS M. D'SOUZA
JOB DESCRIPTION : STENOGRAPHER
DATE OF EMPLOYMENT : 28TH MARCH, 1962
STARTING (PRESENT) SALARY : RS. 500/- PER MONTH

Yours faithfully

SAMI GAYED
MANAGER

46

DARWISH ELECTRIC COMPANY



P. O. BOX 92, DOHA-QATAR, A. GULF

EVERYTHING
ELECTRICAL

Our Ref: YD. 7/62 - 480

Your Ref:

25th April, 1962.

The General Manager,
Messrs. K & A Sons of Darwish Fakhroo,
Doha - Qatar.

Dear Sir,

With reference to your CIRCULAR/PER/62/11 dated 23rd April 1962, please be advised that the undermentioned is employed by this Department in the Category of TYPIST/FILING CLERK.

Name	Starting Salary	Present Salary	Service Period
1. C.THEODORE JOSEPH	Rs:400/=	Rs:484/=	as from 21.9.1959.

Yours faithfully,

For: DARWISH ELECTRIC COMPANY.

c.c. Accounts Department.

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

قاسم وعبدالله ابنا درويش فخر

KASSEM & ABDULLAH SONS OF DARWISH FAKHROO

QATAR COLD STORES

P. O. Box : 71

Cable Address : ALDARWISH

Codes : A. B. C. 6th Edition

Bentley's Second

Telephones : 2343, 2344, 2348, 2557

الدوحة - قطر

DOHA - QATAR

صندوق البريد : ٧١

العنوان البرقي : الدرويش

الشفرة : آ. ب. ث. الطبعة السادسة

بنتليز الثاني

تلفون : ٢٣٤٣ ، ٢٣٤٤ ، ٢٣٤٨ ، ٢٥٥٧

Our Ref. QCS/365/62

Your Ref.

April 29, 1962.

General Manager,
Messrs. Kassem & Abdullah
Sons of Darwish Fakhroo,
D o h a .

Dear Sir,

With reference to your Circular/PER/62/11, dated April 23, 1962, we give below the required information:-

<u>Name:</u>	Mr. Abdul Qayyum Minhas
<u>Job:</u>	Stenographer/Typist & Filing Clerk
<u>Date of Engagement:</u>	21st March, 1960
<u>Starting Salary:</u>	Rs. 450/= per month
1st Increment:	1st July, 1960 =Rs. 50/-
2nd Increment:	1st December, 1961 =Rs. 50/-
<u>Present Salary:</u>	Rs. 550/= per month

We also have a part-time typist clerk working from 4-00 till 8-00 P.M. whose services will be dispensed of when our office work is up-to-date.

Yours faithfully,

S. Kassem
QATAR COLD STORES.

Copy to: Chief Accountant.

GM/Q.

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



سَفَرِيَّاتِ قَطْرَ الْوَطْنِيَّةِ
QATAR NATIONAL TRAVEL

شارع الكهف
بدرية، الدوحة
تلفون } ٣٤٦٥ الدوحة
 } ٣٤٦٤ المطار

KAHRABA STREET

CABLE ADDRESS: TRAVEL

TELEPHONE | 3465 TOWN OFFICE
 3464 AIRPORT

P. O. Box 383



DOHA (Qatar) April 24, 1962. الدوحة - قطر
ARABIAN GULF خليج العرب

QNT/104G/568.

The General Manager,
Kassem & Abdullah Sons of Darwish Fakhroo,
Doha.

Dear Sir,

With reference to your circular PER/62/11 dated the
23rd April, 1962, please be advised that we have only one
typist employed in this department.

Name . Aravalapil Kunhi-Mohamed Mohamed
Service Period: From 11th August, 1960.
Starting salary: Rs.350 monthly.
Present salary : Rs.375 + Rs.75 Food allowance = Total 450/-

Trusting that you will find the above information satisfactory.

Yours faithfully,

E.I.M. LAMBERT
MANAGER-QATAR NATIONAL TRAVEL.

cc: Accounts Department,
K & A. D., Doha.

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

THE PEOPLE'S CAR Co.
VOLKSWAGEN AGENTS
FOR QATAR AND THE TRUCIAL STATES
DOHA - QATAR
TELEPHONE : 3105
CABLE ADDRESS : PEPCAR



شركة السيارات الشعبية
وكلاء سيارات فولكسفاغن
لفقطر ومساكنة
الدوحة - قطر
مكتب : ٣١٠٥
العنوان البريدي : بيكار

YOUR REFERENCE

OUR REFERENCE

DATE 25-4-1962.

The General Manager,
Kassem and Abdulla
Sons of Darwish Fakhroo,
Doha - Qatar.

Dear Sir,

RE: YOUR CIRCULAR/PER/62/11.

With reference to your above-mentioned circular dated April 23rd 1962, we note here below the typists employed by our Department.

Name:	Mr. Ayyoub Bin Haji.
Job Desc:	Service Station Clerk/Typist.
Starting Salary:	Rs. <u>450/-</u> per month.
Starting date:	28th March, 1962.

Assuring you of our best attention, we remain.

Yours Faithfully,
The People's Car Company,


M.D. MATTAR

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بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

تلفون ٣١٣١-٢-٣
العنوان التلغرافي:
الدرويش

قطر - الدوحة

الدرويش للسيارات

DARWISH AUTOMOBILES

DOHA - QATAR

TELEPHONES:
3131-2-3
CABLES:
ALDARWISH

Ref: DA/EMPL/4258.

5th May, 1962.



The General Manager,
K & A. Darwish Fakhroo,
D O H A.

Dear Sir,

Sub:- Your Circular/PER/62/11 of
23rd April, 1962.

As requested by your above circular, we
are pleased to quote below the names of typists
employed by this department.

- 1) WALYAT SHAH - Stores Typist/Clerk- started
10.6.1961 - at Rs.350/= per month, present
salary Rs.400/=.
- 2) A.K. USMAN - General Office Typist - started
27th February 1962 at Rs.375/= - his salary
to be raised after completing 3 months
service to Rs.400/= (refer our Local
Engagement Form of 23. 3. 1962).

We trust that the above information will be to
your convenience.

Yours faithfully,
For and on behalf of
DARWISH AUTOMOBILES

MANAGER
J.L.M. ROSS

MI/USMA:



KASSEM & ABDULLAH SONS OF DARWISH FAKHROO.

Doha : Qatar.

CIRCULAR No. 29/62

To: ALL HEADS OF DEPARTMENTS:

It has been decided to prepare job Descriptions for employees in your organization .

Enclosed please find blank forms for completion and return at your earliest convenience.

Each job description should, as far as possible, be a factual account of the mental and physical action required to perform the work, i.e., the descriptions should illustrate how the employee performs his work.

Doha, the 16th September 1962.

Kma
KHEIREDDINE MA'ANI,
General Manager.

- 1) NAME:
- 2) SECTION: Central Shop and Branches
- 3) DESIGNATION: Shop Co-ordinator and Assistant to the Manager.
- 4) REFERENCE:
- 5) EQUIPMENT & TOOLS USED:
- 6) SUPERVISION: (a - UP)
Supervised by the Manager.

(b - DOWN)

Supervises the shops supervisors in the different areas and indirectly the personnel working under their jurisdiction.
- 7) WORKING CONDITIONS & HAZARDS:
- 8) DUTIES:
 - a) Controls and supervises the activities of the shops supervisors.
 - b) Uses his judgement in maintaining proper stock levels after consulting the shops supervisors.
 - c) Deals with other merchants in town.
 - d) Directs the shops' supervisors for proper presentation and attractive display of merchandise.
 - e) Co-ordinates with the Manager in estimating the shops' requirements and preparing the orders.
 - f) Reports slow and unmoving goods for disposition in the market at reduced prices.
 - g) Checks prices of similar goods in town and reports differences and or fluctuations that may effect the progress of the business.
 - h) Carries out any other duties that may be assigned to him by the Manager.
 - i) Assumes the responsibilities of the Manager during his long absence on leave.

DOHA, December 17, 1962.

Approved: _____

HEAD OF DEPARTMENT

- 1) NAME:
- 2) SECTION: Central Shop and Branches
- 3) DESIGNATION: Shop Co-ordinator and Assistant to the Manager.
- 4) REFERENCE:
- 5) EQUIPMENT & TOOLS USED:
- 6) SUPERVISION: (a - UP)
Supervised by the Manager.

(b - DOWN)

Supervises the shops supervisors in the different areas and indirectly the personnel working under their jurisdiction.
- 7) WORKING CONDITIONS & HAZARDS:
- 8) DUTIES:
 - a) Controls and supervises the activities of the shops supervisors.
 - b) Uses his judgement in maintaining proper stock levels after consulting the shops supervisors.
 - c) Deals with other merchants in town.
 - d) Directs the shops' supervisors for proper presentation and attractive display of merchandise.
 - e) Co-ordinates with the Manager in estimating the shops' requirements and preparing the orders.
 - f) Reports slow and unmoving goods for disposition in the market at reduced prices.
 - g) Checks prices of similar goods in town and reports differences and or fluctuations that may effect the progress of the business.
 - h) Carries out any other duties that may be assigned to him by the Manager.
 - i) Assumes the responsibilities of the Manager during his long absence on leave.

DOHA, December 17, 1962.

Approved: _____

HEAD OF DEPARTMENT

KASSEM & ABDULLAH SONS OF DARWISH FAKHROO.

- 1) NAME
- 2) SECTION: Shop, Doha
- 3) DESIGNATION: Shop Cashier
- 4) REFERENCE NO.
- 5) EQUIPMENT & TOOLS USED:-
- 6) SUPERVISION:- (a - UP) Supervised by the Shop Supervisor and controlled by the Accountant.

(b - DOWN)

7) WORKING CONDITIONS & HAZARDS:

8) DUTIES:

- a) Receives cash of all cash sales from the customers.
- b) Prepares a daily return of cash received.
- c) Pays the cash sales for the day to the Accounts Section against official receipt. (In this instance the cash should tally with the daily cash sales slips).

NB: (When a National Cash Register is employed to record all cash sales, the responsibilities and duties of the Shop Cashier will be changed.)

Doha, December 17, 1962.

Approved:

HEAD OF DEPARTMENT.

KASSEM & ABDULLAH SONS OF DARWISH FAKHROO.

- 1) NAME
 - 2) SECTION: Shop, Doha
 - 3) DESIGNATION: Shop Cashier
 - 4) REFERENCE NO.
 - 5) EQUIPMENT & TOOLS USED:-
 - 6) SUPERVISION:- (a - UP) Supervised by the Shop Supervisor and controlled by the Accountant.

(b - DOWN)
 - 7) WORKING CONDITIONS & HAZARDS:
 - 8) DUTIES:
 - a) Receives cash of all cash sales from the customers.
 - b) Prepares a daily return of cash received.
 - c) Pays the cash sales for the day to the Accounts Section against official receipt. (In this instance the cash should tally with the daily cash sales slips).
- NB: (When a National Cash Register is employed to record all cash sales, the responsibilities and duties of the Shop Cashier will be changed.)

Doha, December 17, 1962.

Approved: _____
HEAD OF DEPARTMENT.

KASSEM & ABDULLAH SONS OF DARWISH FAKHROO.

- 1) NAME
- 2) SECTION: Shop
- 3) DESIGNATION: Salesman (freshes)
- 4) REFERENCE NO.
- 5) EQUIPMENT & TOOLS USED:-

- 6) SUPERVISION:- (a - UP) Supervised by the Shop Supervisor.

(b - DOWN)

- 7) WORKING CONDITIONS & HAZARDS:

- 8) DUTIES:
 - a) Receive cases of fresh fruits and vegetables for sale in the Shop.
 - b) Stocks the shelves each morning, arranges an attractive display, and returns the stock to the shop cold holding room every evening.
 - c) Writes out individual purchases slips showing commodity and actual weights for presentation to the slip maker and payment to the Cashier.
 - d) Ensures a high standard of cleanliness and hygiene is maintained.
 - e) Converses and serves all customers and clients.
 - f) Assembles all out of condition fruits and vegetables for weighing and writing off.

Doha, .December.17,1962.

Approved: _____
HEAD OF DEPARTMENT.

KASSEM & ABDULLAH SONS OF DARWISH FAKHROO.

- 1) NAME
- 2) SECTION: Shop
- 3) DESIGNATION: Salesman (freshes)
- 4) REFERENCE NO.
- 5) EQUIPMENT & TOOLS USED:-
- 6) SUPERVISION:- (a - UP) Supervised by the Shop Supervisor.

(b - DOWN)
- 7) WORKING CONDITIONS & HAZARDS:
- 8) DUTIES:
 - a) Receive cases of fresh fruits and vegetables for sale in the Shop.
 - b) Stocks the shelves each morning, arranges an attractive display, and returns the stock to the shop cold holding room every evening.
 - c) Writes out individual purchases slips showing commodity and actual weights for presentation to the slip maker and payment to the Cashier.
 - d) Ensures a high standard of cleanliness and hygiene is maintained.
 - e) Converses and serves all customers and clients.
 - f) Assembles all out of condition fruits and vegetables for weighing and writing off.

Doha, December 17, 1962.

Approved: _____
HEAD OF DEPARTMENT.

KASSEM & ABDULLAH SONS OF DARWISH FAKHROO.

- 1) NAME Shop, Doha
- 2) SECTION: Shop, Doha
- 3) DESIGNATION: Shelves feeder
- 4) REFERENCE NO.
- 5) EQUIPMENT & TOOLS USED:-

- 6) SUPERVISION:- (a - UP) Supervised by the Shop Supervisor.

(b - DOWN)

- 7) WORKING CONDITIONS & HAZARDS:

- 8) DUTIES:
 - a) Stamps the price on all dry goods and stacks them in the proper position on the shelves in the Shop.
 - b) Arranges attractive display as directed by the Shop Supervisor.
 - c) Keeps the shelves clean and tidy.
 - d) Serves customers and clients when necessary.

Doha, December 17, 1962.

Approved: _____
HEAD OF DEPARTMENT.

KASSEM & ABDULLAH SONS OF DARWISH FAKHROO.

- 1) NAME **Shop, Doha**
- 2) SECTION: **Shop, Doha**
- 3) DESIGNATION: **Shelves feeder**
- 4) REFERENCE NO.
- 5) EQUIPMENT & TOOLS USED:-

6) SUPERVISION:- (a - UP) Supervised by the Shop Supervisor.

(b - DOWN)

7) WORKING CONDITIONS & HAZARDS:

8) DUTIES:

- a) Stamps the price on all dry goods and stacks them in the proper position on the shelves in the Shop.
- b) Arranges attractive display as directed by the Shop Supervisor.
- c) Keeps the shelves clean and tidy.
- d) Serves customers and clients when necessary.

Doha, **December 17,** 1962.

Approved: _____
HEAD OF DEPARTMENT.

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KASSEM & ABDULLAH SONS OF DARWISH FAKHROO.

1) NAME

2) SECTION: Shop, Doha

3) DESIGNATION: Salesman (Dry)

4) REFERENCE NO.

5) EQUIPMENT & TOOLS USED:-

6) SUPERVISION:- (a - UP) Supervised by the Shop Supervisor.

(b - DOWN)

7) WORKING CONDITIONS & HAZARDS:

8) DUTIES:

- a) Receives cases of all goods (other than fresh and frozen) for sale in the shop.
- b) Ensures a high standard of cleanliness and hygiene is maintained.
- c) Converses and serves all customers and clients.
- d) Assembles and dented and flown tins for disposition or sale at reduced prices.

Doha, December 17, 1962.

Approved:

HEAD OF DEPARTMENT.

KASSEM & ABDULLAH SONS OF DARWISH FAKHROO.

- 1) NAME
- 2) SECTION: Cold Stores
- 3) DESIGNATION: Storekeeper
- 4) REFERENCE NO.
- 5) EQUIPMENT & TOOLS USED:-

6) SUPERVISION:- (a - UP) Supervised by the Manager.

(b - DOWN) Supervises one handler.

7) WORKING CONDITIONS & HAZARDS:

8) DUTIES:

- a) Responsible for commodities in his custody.
- b) Checks quality and quantity of goods received in the Cold Stores; allocates to chambers at appropriate temperature; and prepare S/R.V.
- c) Reports discrepancies noted in shipments to the Manager for lodging an insurance claim.
- d) Arranges issues to Shop and the Oil Companies as required, and prepares S.I.Vs.
- e) Records chamber temperatures and reports irregularities.
- f) Ensures that first- in first-out method of issue is applied.

Doha, December 17, 1962.

Approved:

HEAD OF DEPARTMENT.

KASSEM & ABDULLAH SONS OF DARWISH FAKHROO.

- 1) NAME
- 2) SECTION: Cold Stores
- 3) DESIGNATION: Storekeeper
- 4) REFERENCE NO.
- 5) EQUIPMENT & TOOLS USED:-

6) SUPERVISION:- (a - UP) Supervised by the Manager.

(b - DOWN) Supervises one handler.

7) WORKING CONDITIONS & HAZARDS:

8) DUTIES:

- a) Responsible for commodities in his custody.
- b) Checks quality and quantity of goods received in the Cold Stores; allocates to chambers at appropriate temperature; and prepare S.R.V.
- c) Reports discrepancies noted in shipments to the Manager for lodging an insurance claim.
- d) Arranges issues to Shop and the Oil Companies as required, and prepares S.I.Vs.
- e) Records chamber temperatures and reports irregularities.
- f) Ensures that first- in first-out method of issue is applied.

Doha, December 17, 1962.

Approved: _____
HEAD OF DEPARTMENT.

KASSEM & ABDULLAH SONS OF DARWISH FAKHROO.

- 1) NAME
- 2) SECTION: Accounts
- 3) DESIGNATION: Bookkeeper.
- 4) REFERENCE NO.
- 5) EQUIPMENT & TOOLS USED:-

- 6) SUPERVISION:- (a - UP) Supervised by the Accountant.

(b - DOWN)

7) WORKING CONDITIONS & HAZARDS:

8) DUTIES:

- a) Receives the daily cash sales from the Shop Cashier;reconciles with the daily cash slips;and reports differences to the Manager through the Accountant.
- b) Receives settlements of customers'x accounts.
- c) Prepares a daily statement of cash received and pays cash to Central Cashier.
- d) Keeps the employe s time and prepares monthly payrolls.
- e) Journalizes and posts J.Vs., C.R.Vs., and C.P.Vs. to accounting ledgers.
- f) Prepares trial Balances to ascertain the accuracy of the posting.
- g) Carries out any other duties as may be instructed by the Accountant.

Doha, December 17, 1962.

Approved: _____
HEAD OF DEPARTMENT.

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KASSEM & ABDULLAH SONS OF DARWISH FAKHROO.

- 1) NAME
- 2) SECTION: Accounts
- 3) DESIGNATION: Bookkeeper.
- 4) REFERENCE NO.
- 5) EQUIPMENT & TOOLS USED:-

- 6) SUPERVISION:- (a - UP) Supervised by the Accountant.

(b - DOWN)

- 7) WORKING CONDITIONS & HAZARDS:

- 8) DUTIES:
 - a) Receives the daily cash sales from the Shop Cashier; reconciles with the daily cash slips; and reports differences to the Manager through the Accountant.
 - b) Receives settlements of customers' accounts.
 - c) Prepares a daily statement of cash received and pays cash to Central Cashier.
 - d) Keeps the employees time and prepares monthly payrolls.
 - e) Journalizes and posts J.Vs., C.R.Vs., and C.P.Vs. to accounting ledgers.
 - f) Prepares trial Balances to ascertain the accuracy of the posting.
 - g) Carries out any other duties as may be instructed by the Accountant.

Doha, December 17, 1962.

Approved:

HEAD OF DEPARTMENT.

KASSEM & ABDULLAH SONS OF DARWISH FAKHROO.

- 1) NAME
- 2) SECTION: Shop and Stores
- 3) DESIGNATION: Handler
- 4) REFERENCE NO.
- 5) EQUIPMENT & TOOLS USED:-

6) SUPERVISION:- (a - UP) Shop: Supervised by the Shop Supervisor and the Salesmen.
Stores: Supervised by the Storekeeper.
 (b - DOWN)

7) WORKING CONDITIONS & HAZARDS:

- 8) DUTIES:
- a) Sweeping, cleaning, and keeping the place tidy.
 - b) Uncrating goods in the Shop.
 - c) Carrying shopping baskets from the Shop to the customers vehicles.
 - d) Loading and offloading goods in the shop and stores.

Doha, December 17, 1962.

Approved: _____
 HEAD OF DEPARTMENT.

KASSEM & ABDULLAH SONS OF DARWISH FAKHROO.

- 1) NAME
- 2) SECTION: **Shop and Stores**
- 3) DESIGNATION: **Handler**
- 4) REFERENCE NO.
- 5) EQUIPMENT & TOOLS USED:-

- 6) SUPERVISION:- (a - UP) Shop: Supervised by the Shop Supervisor and the Salesmen.
Stores: Supervised by the Storekeeper.
 (b - DOWN)

- 7) WORKING CONDITIONS & HAZARDS:

- 8) DUTIES:
 - a) Sweeping, cleaning, and keeping the place tidy.
 - b) Uncrating goods in the Shop.
 - c) Carrying shopping baskets from the Shop to the customers vehicles.
 - d) Loading and offloading goods in the shop and stores.

Doha, December. 17, . 1962.

Approved: _____
HEAD OF DEPARTMENT.

KASSEM & ABDULLAH SONS OF DARWISH FAKHROO.

- 1) NAME
- 2) SECTION: Office
- 3) DESIGNATION: One Clerk/One Typist.
- 4) REFERENCE NO.
- 5) EQUIPMENT & TOOLS USED:-

- 6) SUPERVISION:- (a - UP) Supervised by the Manager.

(b - DOWN)

- 7) WORKING CONDITIONS & HAZARDS:

- 8) DUTIES:
 - a) Typing all correspondence, invoices, accounting statements etc.
 - b) Keeping and maintaining QCS files up-to-date.
 - c) Helping the Accounts Section in verifying the extensions of customers' invoices and statements.
 - d) Operating internal telephone circuit.
 - e) Various office work as may be required by the Manager.

Doha, December 17, 1962.

Approved: _____
HEAD OF DEPARTMENT.

KASSEM & ABDULLAH SONS OF DARWISH FAKHROO.

- 1) NAME
- 2) SECTION: Office
- 3) DESIGNATION: One Clerk/One Typist.
- 4) REFERENCE NO.
- 5) EQUIPMENT & TOOLS USED:-

- 6) SUPERVISION:- (a - UP) Supervised by the Manager.

(b - DOWN)

- 7) WORKING CONDITIONS & HAZARDS:

- 8) DUTIES:
 - a) Typing all correspondence, invoices, accounting statements etc.
 - b) Keeping and maintaining QCS files up-to-date.
 - c) Helping the Accounts Section in verifying the extensions of customers' invoices and statements.
 - d) Operating internal telephone circuit.
 - e) Various office work as may be required by the Manager.

Doha, December 17, 1962.

Approved: _____
HEAD OF DEPARTMENT.

KASSEM & ABDULLAH SONS OF DARWISH FAKHROO

- 1) NAME
- 2) SECTION: Shop.
- 3) DESIGNATION: Salesman (Frozen)
- 4) REFERENCE No.
- 5) EQUIPMENT & TOOLS USED:-

- 6) SUPERVISION:- (a- UP) Supervised by the Shop Supervisor.
(b-DOWN)

- 7) WORKING CONDITIONS & HAZARDS:

- 8) DUTIES:
 - a) A full knowledge of all the duties of a butcher.
 - b) Weighs quantities received from the cold stores and checks against the S.I.V., queries any discrepancies.
 - c) Writes out individual purchase slips showing commodity and actual weights for presentation to the slip maker and payment to the Cahsier.
 - d) Reports any defects in **his** deep freezers and refrigerators.
 - e) Ensures a high standard of cleanliness and hygiene is maintained.
 - f) Converses and serves all customers and clients.

Doha, December 17, 1962.

Approved:

HEAD OF DEPARTMENT.

KASSEM & ABDULLAH SONS OF DARWISH FAKHROO

- 1) NAME
- 2) SECTION: Shop.
- 3) DESIGNATION: Salesman (Frozen)
- 4) REFERENCE No.
- 5) EQUIPMENT & TOOLS USED:-
- 6) SUPERVISION:- (a- UP) Supervised by the Shop Supervisor.
(b-DOWN)
- 7) WORKING CONDITIONS & HAZARDS:
- 8) DUTIES:
 - a) A full knowledge of all the duties of a butcher.
 - b) Weighs quantities received from the cold stores and checks against the S.I.V., queries any discrepancies.
 - c) Writes out individual purchase slips showing commodity and actual weights for presentation to the slip maker and payment to the Cashier.
 - d) Reports any defects in his deep freezers and refrigerators.
 - e) Ensures a high standard of cleanliness and hygiene is maintained.
 - f) Converses and serves all customers and clients.

Doha, December 17, 1962.

Approved: HEAD OF DEPARTMENT.

KASSEM & ABDULLAH SONS OF DARWISH FAKHROO

- 1) NAME
- 2) SECTION: Shop, Doha
- 3) DESIGNATION: Slips Maker
- 4) REFERENCE NO.
- 5) EQUIPMENT & TOOLS USED:-

- 6) SUPERVISION:- (a - UP) Supervised by the Shop Supervisor
(b -DOWN)

- 7) WORKING CONDITIONS & HAZARDS:

- 8) DUTIES:
 - a) Knows prices of all merchandize offered and exposed in the Shop for sale.
 - b) Prepares Cash Sales Slips for cash transactions for presentation to the cashier for payment.
 - c) Prepares Credit Sales Slips for credit transactions and obtains the signature of the receiver.
 - d) Submits copies of cash and vedit sales slips to Accounts Section daily.

NB: (When a National Cash Register is employed to record all cash sales, the duties of the Slip Maker will be confined to preparation of Credit Sales Slips only).

Doha, December 17, 1962

Approved: HEAD OF DEPARTMENT.

KASSEM & ABDULLAH SONS OF DARWISH FAKHROO

- 1) NAME:
- 2) SECTION:
- 3) DESIGNATION: Branch Supervisor.
- 4) REFERENCE NO:
- 5) EQUIPMENT & TOOLS USED:-

- 6) SUPERVISION:- (a - UP)
 Supervised by the manager.

 (b - DOWN)
 Supervises salesmen and handler working under his jurisdiction.

- 7) WORKING CONDITIONS & HAZARDS:

- 8) DUTIES:
 - a) Receives merchandize, stamps the price on all items, and stacks in the proper position on the shelves.
 - b) Responsible for the stock in his custody (at selling price)
 - c) Writes out Cash Sales Slips for all sales, receives cash, prepares a daily Return for cash received, and pays the cash to the Accounts Section against official receipt.
 - d) Insures a high standard of cleanliness and hygiene is maintained.
 - e) Converses and serves all customers and clients.
 - f) Assembles all out of condition fruits and vegetables for weighing and writing off.
 - g) Assembles all dented and blown tins for disposition or sale at reduced price as may be sanctioned by the manager.
 - h) Carries out other duties within his capacity as may be directed by the manager.

Doha, December 17, 1962.

Approved: _____
 HEAD OF DEPARTMENT

KASSEM & ABDULLAH SONS OF DARWISH FAHROO

1) NAME:

2) SECTION:

3) DESIGNATION: Branch Supervisor.

4) REFERENCE NO:

5) EQUIPMENT & TOOLS USED:-

6) SUPERVISION:- (a - UP)

Supervised by the manager.

(b - DOWN)

Supervises salesmen and handler working under his jurisdiction.

7) WORKING CONDITIONS & HAZARDS:

8) DUTIES:

- a) Receives merchandize, stamps the price on all items, and stacks in the proper position on the shelves.
- b) Responsible for the stock in his custody (at selling price)
- c) Writes out Cash Sales Slips for all sales, receives cash, prepares a daily Return for cash received, and pays the cash to the Accounts Section against official receipt.
- d) Insures a high standard of cleanliness and hygiene is maintained.
- e) Converses and serves all customers and clients.
- f) Assembles all out of condition fruits and vegetables for weighing and writing off.
- g) Assembles all dented and blown tins for disposition or sale at reduced price as may be sanctioned by the manager.
- h) Carries out other duties within his capacity as may be directed by the manager.

Doha, December 17, 1962.

Approved: _____
HEAD OF DEPARTMENT

KASSEM & ABDULLAH SONS OF DARWISH FAKHROO.

- 1) NAME
- 2) SECTION: Shop Supervisor (Central)
- 3) DESIGNATION:
- 4) REFERENCE NO.
- 5) EQUIPMENT & TOOLS USED:-

- 6) SUPERVISION:- (a - UP)
 Supervised by the Manager.

- (b ~~DOWN~~)
 Supervises 4 Salesmen, 1 Slip-maker, 1 Cashier and
 Shelves Feeder.

7) WORKING CONDITIONS & HAZARDS:

8) DUTIES:

- a) Receives merchandize in the shop and hands over to the salesman of the section concerned.
- b) Deals with customers complaints and emergencies and refers matter ~~in~~ of important nature to the manager.
- c) Guards against pilferage from self service shelves.
- d) Responsible for proper and attractive display of all merchandize in the shop.
- e) Responsible for hygiene of foodstuffs and tidyness of the shop.
- f) Receives general guidance but should be capable to plan day to day shop routines.
- g) Carries out work independently subject to periodical inspection and guidance.
- h) Carries out any other duties as may be required by the manager.

December 17,

Doha, 1962.

Approved:

HEAD OF DEPARTMENT.

KASSEM & ABDULLAH SONS OF DARWISH FAKHROO.

- 1) NAME
- 2) SECTION: Machinery Room
- 3) DESIGNATION: Machinery Attendent.
- 4) REFERENCE NO.
- 5) EQUIPMENT & TOOLS USED:-

6) SUPERVISION:- (a - UP)
 Supervised by the Manager and receives instructions and guidance from Mr. A. Howard and the Plant Operator.
 (b - DOWN)

7) WORKING CONDITIONS & HAZARDS:

8) DUTIES:

Must understand the preliminary operation and function of the Cold Store plant and carries out the following duties:

- a) Defrosts cold rooms as necessary.
- b) Watches instrument gauges and reports any irregularities.
- c) Takes hourly check on room temperatures.
- d) Attends and operates the Ice Plants.
- e) Overhauls sea water pump and well.
- f) Carries out any other duties as may be directed by the Plant Operator or the Refrigeration Engineers.

Doha, December 17, 1962.

Approved: _____
 HEAD OF DEPARTMENT.

KASSEM & ABDULLAH SONS OF DARWISH FAKHROO.

- 1) NAME
- 2) SECTION: Machinery Room
- 3) DESIGNATION: Machinery Attendant.
- 4) REFERENCE NO.
- 5) EQUIPMENT & TOOLS USED:-

- 6) SUPERVISION:- (a - UP)

Supervised by the Manager and receives instructions and guidance from Mr. A. Howard and the Plant Operator.

(b - DOWN)

- 7) WORKING CONDITIONS & HAZARDS:

- 8) DUTIES:

Must understand the preliminary operation and function of the Cold Store plant and carries out the following duties:

- a) Defrosts cold rooms as necessary.
- b) Watches instrument gauges and reports any irregularities.
- c) Takes hourly check on room temperatures.
- d) Attends and operates the Ice Plants.
- e) Overhauls sea water pump and well.
- f) Carries out any other duties as may be directed by the Plant Operator or the Refrigeration Engineer.

Doha, December 17, 1962.

Approved:

HEAD OF DEPARTMENT.

KASSEM & ABDULLAH SONS OF DARWISH FAKHROO.

- 1) NAME
- 2) SECTION: Accounts
- 3) DESIGNATION: Accountant
- 4) REFERENCE NO.
- 5) EQUIPMENT & TOOLS USED:-

6) SUPERVISION:- (a - UP) Supervised by the Manager.

 (b - DOWN) Supervises one book-keeper and controls the activities of the Shop Cashier and the Stores Posting Clerk.

7) WORKING CONDITIONS & HAZARDS:

8) DUTIES:

Must have a thorough knowledge of the entire accounting process and carries out the following duties:

- a) Makes Journal Entries, checks CPVs and CRVs and allocates to appropriate accounts.
- b) Keeps proper records for stock inventories.
- c) Prepares costing sheets for frozen shipments.
- d) Makes internal check to cash periodically.
- d) Prepares customers monthly statements and arranges prompt collections.
- f) Keeps and maintains up-to-date accounting books.
- g) Closes the books at the end of every fiscal period and prepares financial statements.
- h) Compiles data from accounting books and reports periodically financial position.

Doha, December 17, 1962.

Approved: _____
 HEAD OF DEPARTMENT.

KASSEM & ABDULLAH SONS OF DARWISH FAKHROO.

- 1) NAME
- 2) SECTION: Accounts
- 3) DESIGNATION: Accountant
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- h) Compiles data from accounting books and reports periodically financial position.

Doha, December 17, 1962.

Approved:

HEAD OF DEPARTMENT.

KASSEM & ABDULLAH SONS OF DARWISH FAKHROO.

- 1) NAME
- 2) SECTION: Machinery Room
- 3) DESIGNATION: Plant Operator
- 4) REFERENCE NO.
- 5) EQUIPMENT & TOOLS USED:-

6) SUPERVISION:- (a - UP) Supervised by the Manager and Receives guidance and instructions from Mr. A. Howard (DEC Refrigeration Engineer).

(b - DOWN) Supervises two Machinery Attendants.

7) WORKING CONDITIONS & HAZARDS:

8) DUTIES:

Must understand the operation and function of all components in large Amonia and Freon Plants and carries out the following duties:

- a) Operates Plants using: i) Ammonia Refrigerant
ii) Freon Refrigerant
- b) Carries out minor repairs and adjustments as required e.g. tightening glands, adjusting water flows and expansion volves defrosts coils in Cold Chambers.
- c) Engers hourly instrument reading and reports on Daily Log Sheets for Cold Stores, freezers, and Central A/C.
- d) Charges units with refrigerant to correct quantity.
- e) Carries out any other repair or maintenance jobs to machinery compressors, etc. as may be directed by Mr. A. Howard.

Doha, .December.17. 1962.

Approved: _____
HEAD OF DEPARTMENT.

KASSEM & ABDULLAH SONS OF DARWISH FAKHROO.

- 1) NAME
- 2) SECTION: Machinery Room
- 3) DESIGNATION: Plant Operator
- 4) REFERENCE NO.
- 5) EQUIPMENT & TOOLS USED:-

- 6) SUPERVISION:- (a - UP) Supervised by the Manager and Receives guidance and instructions from Mr. A. Howard (DEC Refrigeration Engineer).
 (b - DOWN) Supervises two Machinery Attendants.

- 7) WORKING CONDITIONS & HAZARDS:

- 8) DUTIES:
 Must understand the operation and function of all components in large Amonia and Freon Plants and carries out the following duties:
 - a) Operates Plants using: i) Ammonia Refrigerant
 ii) Freon Refrigerant
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 - e) Carries out any other repair or maintenance jobs to machinery compressors, etc. as may be directed by Mr. A. Howard.

Doha, ...December.17, 1962.

Approved:

HEAD OF DEPARTMENT.

KASSEM & ABDULLAH SONS OF DARWISH FAKHROO.

- 1) NAME
- 2) SECTION: Stores/Accounts
- 3) DESIGNATION: Stores Clerk
- 4) REFERENCE NO.
- 5) EQUIPMENT & TOOLS USED:-

- 6) SUPERVISION:- (a - UP) Supervised by the Accountant.

(b - DOWN)

- 7) WORKING CONDITIONS & HAZARDS:

- 8) DUTIES:
 - a) Keep and maintains Stock Cards for merchandize carried in Cold Stores.
 - b) Posts to Stock Cards all receipts and issues from S.R.Vs and S.I.Vs.
 - c) Reconciles the physical inventories with the Stock Cards at the end of the fiscal period; and reports differences to the Manager through the Accountant for adjustment.
 - d) Carries out other duties such as local purchasing etc. as necessary.

Doha, December.17,. 1962.

Approved:

HEAD OF DEPARTMENT.

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KASSEM & ABDULLAH SONS OF DARWISH FAKHROO.

- 1) NAME Stores/Accounts
- 2) SECTION: Stores Clerk
- 3) DESIGNATION:
- 4) REFERENCE NO.
- 5) EQUIPMENT & TOOLS USED:-

Supervised by the Accountant.

- 6) SUPERVISION:- (a - UP)

(b - DOWN)

- 7) WORKING CONDITIONS & HAZARDS:

- 8) DUTIES Keep and maintains Stock Cards for merchandize carried in Cold Stores.
 - b) Posts to Stock Cards all receipts and issues from S.R.Vs and S.I.Vs.
 - c) Reconciles the physical inventories with the Stock Cards at the end of the fiscal period; and reports differences to the Manager through the Accountant for adjustment.
 - d) Carries out other duties such as local purchasing etc. as necessary.

December 17,

Doha, 1962.

Approved:

HEAD OF DEPARTMENT.