



Internal Clearance Form

Date of Initiation: 11/05/2025

Full Name : Hira Kumar Sah

Job Title : Helper

Employee Code : 2617

DOJ : 12-01-2022

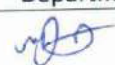


Last working day : 10-5-25

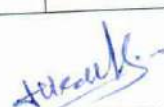
Department : Production

Business Unit : PPC

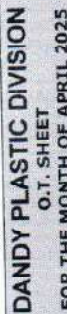
Reporting to : Production Manager

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 	—	—	—	 11/05/2025
IT <ul style="list-style-type: none"> Computer / Laptop Flash Drive Email ID Deactivation Mobile Handset Sim Card Telephone 	—	—	—	
WORKSHOP <ul style="list-style-type: none"> Vehicle 	—	—	—	
STORES	—	—	—	
HR/ADMINISTRATION <ul style="list-style-type: none"> Company Accommodation Health Card Insurance Card Employee ID Card Legal Case 	Employee is leaving Qatar, need to give pass — Exit ticket. book			 11/5/2025
FINANCE <ul style="list-style-type: none"> Advance Company Loan Any Other Bank Related <ul style="list-style-type: none"> Personal Loan Credit Card 		No Pending Amount		 11/05/25

Signature (Employee) :- 

Unit - HR :-



Authorized & Approved By :

Signature: Chay Alub 18/05/2025

Signature: _____

Authorized & Approved By:

Department Head :

Department Head : _____
Signature: _____
Date: _____

First In Last Out

Employee ID	First Name	Department	Date	Weekday	First Check In	Last Check Out	Total Time
2617	Hira kumar sah	Production	2025-05-01	Thursday	19:51	07:47	11:57
2617	Hira kumar sah	Production	2025-05-02	Friday		07:48	
2617	Hira kumar sah	Production	2025-05-03	Saturday	19:46		
2617	Hira kumar sah	Production	2025-05-04	Sunday	19:51	07:49	11:58
2617	Hira kumar sah	Production	2025-05-05	Monday	19:50	07:48	11:58
2617	Hira kumar sah	Production	2025-05-06	Tuesday	19:48	07:50	12:02
2617	Hira kumar sah	Production	2025-05-07	Wednesday	19:46	07:50	12:05
2617	Hira kumar sah	Production	2025-05-08	Thursday	19:52	07:51	11:59
2617	Hira kumar sah	Production	2025-05-09	Friday		07:45	
2617	Hira kumar sah	Production	2025-05-10	Saturday	19:47		
2617	Hira kumar sah	Production	2025-05-11	Sunday		07:50	
2617	Hira kumar sah	Production	2025-05-12	Monday	19:45		
2617	Hira kumar sah	Production	2025-05-13	Tuesday	19:46	07:46	12:00
2617	Hira kumar sah	Production	2025-05-14	Wednesday	19:46	07:46	12:00
2617	Hira kumar sah	Production	2025-05-15	Thursday	19:46	07:47	12:01
2617	Hira kumar sah	Production	2025-05-16	Friday	19:47	07:48	12:01
2617	Hira kumar sah	Production	2025-05-17	Saturday	19:46	07:48	12:02
2617	Hira kumar sah	Production	2025-05-18	Sunday	19:46	07:46	12:00
2617	Hira kumar sah	Production	2025-05-19	Monday	19:48	07:54	12:07
2617	Hira kumar sah	Production	2025-05-20	Tuesday		07:54	