

**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	10-5-2025	
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
<b>DEPARTMENT</b> • Files/Register/Documents • Manuals • Tools • Safety Equipment	—	—	—	<i>[Signature]</i> 11/05/2025
<b>IT</b> • Computer / Laptop • Flash Drive • Email ID Deactivation • Mobile Handset • Sim Card • Telephone	—	—	—	
<b>WORKSHOP</b> • Vehicle	—	—	—	
<b>STORES</b>	—	—	—	
<b>HR/ADMINISTRATION</b> • Company Accommodation • Health Card • Insurance Card • Employee ID Card • Legal Case	Employee is leaving Qatar, need to <del>cancel</del> book exit ticket. <i>[Signature]</i> 11/5/2025 <i>[Signature]</i> 11/5/2025			
<b>FINANCE</b> • Advance • Company Loan • Any Other • Bank Related ○ Personal Loan ○ Credit Card	No Pending		Amount	<i>[Signature]</i> 11/05/2025
Signature (Employee) :-				
Unit - HR :-				



DANDY PLASTIC DIVISION

**O.T. SHEET  
FOR THE MONTH OF APRIL 2025**

May 11/2025

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SANDY DI ASTIC DIVISION

DRAFT - U.S. SHEET  
OT. SHEET  
FOR THE MONTH OF MAY 2025

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### **Statement:**

rock! from  
Mike

### 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	