

DEPARTURE SHEET

Date 23-May-25

Reason

ANNUAL LEAVE

Wages for April & May 2025

Joined Date: 14-Dec-2023

Leave Start Date: 25-May-2025

Leave End Date: 29-Jun-2025

THARINDU SADARUWAN COLAMBAGE		PP#: N6192821	
Reg No 4637		Desigantion: TINKER	
		Nationality: SRI LANKAN	
DESCRIPTION		DR	CR
Wages for	Basic Salary	4,626.00	
01.04.2025 - 30.04.2025	30		4,626.00
01.05.2025 - 31.05.2025	24		3,581.42
Allowance	No. of Days		
Service Allowance - Apr	30	1,542.00	1,542.00
Service Allowance - May	24	1,542.00	1,193.81
Professional Allowance - Apr	30	1,542.00	1,542.00
Professional Allowance - May	24	1,542.00	1,193.81
Delivery Allowance - Apr			-
Delivery Allowance - May			-
Safety Store Allowance - Apr			-
Safety Store Allowance - May			-
Long Term Allowance - Apr			-
Long Term Allowance - May			-
Phone Allowance - Mar			-
Phone Allowance - Apr			-
Attendance Allowance - Apr			-
Attendance Allowance - May			-
Salary Areas			-
OT Tea Money			-
Over Time - Apr			-
Over Time - May		18.40	18.40
Deductions			-
Water Deduction			-
Salary Advance			-
Medical - April			-
Medical - May			-
Food & Tea Allowance - May	6	2,000.00	387.10
Phone Allowance			-
Petrol Allowance			-
WP Medical Fee			-
PPE's cost			-
Work Permit Fee			-
Phone			-
		387.10	13,697.43

MVR

13,310.00

I received all my Entitled Salary & benefits (according to the Agreement) for the period which I served for RCC Pvt Ltd. I am signing this without any force and I don't have anything against the company.

THARINDU SADARUWAN COLAMBAGE
4637

Signature

PREPARED BY:
HR OFFICER

CHECKED BY:
HR MANAGER

Ans 24/5/2025

CHECKED BY:
CFO/ACCOUNTANT

APPROVED BY:
CHAIRMAN/MD/DIRECTOR

Q