

## DEPARTURE SHEET

Date 4-Jun-25

Wages for May &amp; June 2025

Reason Annual Leave

Joined Date: 12-Apr-2021

Leave Start Date: 05-Jun-2025

Leave End Date: 20-Sep-2025

MD ROKIBUL ISLAM		PP#: EK0562672	
Reg No 4562		Designation: SECURITY	
		Nationality: BANGLADESHI	
DESCRIPTION		DR	CR
<b>Wages for</b>	Basic Salary	3,855.00	
01.05.2025 - 31.05.2025	31		3,855.00
01.06.2025 - 30.06.2025	4		514.00
<b>Allowance</b>	No. of Days		
Service Allowance - May	31	1,542.00	1,542.00
Service Allowance - Jun	4	1,542.00	205.60
Professional Allowance - May	31	771.00	771.00
Professional Allowance - Jun	4	771.00	102.80
Delivery Allowance - Apr			-
Delivery Allowance - May			-
Safety Store Allowance - May	31	1,250.00	1,250.00
Safety Store Allowance - Jun	4	1,250.00	166.67
Long Term Allowance - Apr			-
Long Term Allowance - May			-
Phone Allowance - Mar			-
Phone Allowance - Apr			-
Attendance Allowance - May			-
Attendance Allowance - Jun			-
Salary Areas			-
OT Tea Money			-
Over Time - May			-
Over Time - Jun			-
<b>Deductions</b>			-
Water Deduction			-
Ticket Money			-
MVR			-
Medical - May			-
Food & Tea Allowance - Jun	26	2,000.00	1,733.33
PETROL ALLOWANCE			-
PHONE ALLOWANCE			-
PPE's cost			-
Work Permit Fee			-
Work Permit Fee			-
Phone			-
		<b>1,733.33</b>	<b>8,407.07</b>



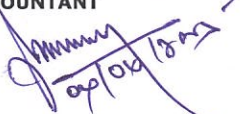
MVR

6,674.00

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.

MD ROKIBUL ISLAM  
4562

Signature

PREPARED BY: HR OFFICER 	CHECKED BY: HR MANAGER  4/6/2025	CHECKED BY: CFO/ACCOUNTANT  09/06/2025	APPROVED BY: CHAIRMAN/MD/DIRECTOR
---	--	---	--------------------------------------