

## DEPARTURE SHEET

Date 24-Mar-25

Reason

ANNUAL LEAVE + NO PAY

Wages for March 2025

Joined Date: 29-Mar-2022

Leave Start Date: 02-Apr-2025

Leave End Date: 12-Jun-2025

KAVINITHI KARUNANITHI		PP#: P1894461	
Reg No 3440		Desigantion: SITE ENGINEER	
Nationality: INDIAN			
DESCRIPTION		DR	CR
<b>Wages for</b>	Basic Salary	7,210.00	
01.03.2025 - 31.03.2025	31		7,210.00
01.04.2025 - 30.04.2025	1		240.33
Leave Salary	30		7,210.00
<b>Allowance</b>	No. of Days		
Service Allowance - Mar			-
Service Allowance - Leave Salary			-
Professional Allowance - Feb			-
Professional Allowance - Mar			-
Island Allowance - Feb			-
Island Allowance - Mar			-
Safety/Store Allowance - Mar	31	500.00	500.00
Safety/Store Allowance - Apr	1	500.00	16.67
Safety/Store Allowance - Leave Salary	30	500.00	500.00
Long Term Allowance - Feb			-
Long Term Allowance - Mar			-
Phone Allowance - Mar	31	150.00	150.00
Phone Allowance - Apr	1	150.00	5.00
Attendance Allowance - Mar	31	771.00	771.00
Attendance Allowance - Apr	1	771.00	25.70
Attendance Allowance - Leave Salary	30	771.00	771.00
OT Areas			-
Over Time - Feb			-
Over Time - Mar		32.00	32.00
Petrol			-
<b>Deductions</b>			
Absent/No Pay Oct			-
Salary Advance			-
Medical - Feb			-
Medical - Mar			-
Phone Allowance			-
Food & Tea Allowance - Apr	28	2,000.00	1,866.67
Insurance			-
WP Medical Fee			-
PPE's cost			-
Work Permit Fee	1.00	350.00	350.00
Phone			-
		<b>2,216.67</b>	<b>17,431.70</b>

MVR

15,215.00

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.

KAVINITHI KARUNANITHI  
3440

Signature

PREPARED BY:  
HR OFFICERCHECKED BY:  
HR MANAGERCHECKED BY:  
CFO/ACCOUNTANTAPPROVED BY:  
CHAIRMAN/MD/DIRECTOR

Out 24/3/2025