

## DEPARTURE SHEET

Date 14-Apr-25

Reason

Annual Leave

Wages for March &amp; April 2025

Joined Date: 19-Aug-2019

Leave Start Date: 15-Apr-2025

Leave End Date: 04-Sep-2025

MD ASADUL HAQUE		PP#: EL 553458	
Reg No 4557		Desigantion: LABOURER	
Nationality: BANGLADESHI			
DESCRIPTION		DR	CR
<b>Wages for</b>	Basic Salary	3,855.00 \	
01.03.2025 - 31.03.2025	31		3,855.00 \
01.04.2025 - 30.04.2025	13		1,670.50 \
<b>Allowance</b>	No. of Days		
Service Allowance - Mar	31	385.50 \	385.50 \
Service Allowance - Apr	13	385.50	167.05 \
Professional Allowance - Mar			-
Professional Allowance - apr			-
Pump Brick Batching Allowance - Mar			-
Pump Brick Batching Allowance - Apr			-
Island Allowance - Mar	31	500.00 \	500.00
Island Allowance - Apr	13	500.00 \	216.67 \
Long Term Allowance - Feb			-
Long Term Allowance - Mar			-
Phone Allowance - Mar			-
Phone Allowance - Apr			-
Attendance Allowance - Mar			-
Attendance Allowance - Apr			-
OT Areas		256.00 \	256.00 \
Over Time - Mar		24.00 \	24.00
Over Time - Apr			-
<b>Deductions</b>			
Absent/No Pay Oct			
Salary Advance			
Medical - Feb			
Medical - Mar			
Food & Tea Allowance - Apr	15	2,000.00	1,000.00 \
Phone Allowance			
Petrol Allowance			
WP Medical Fee			
PPE's cost			
Work Permit Fee			
Phone			
		1,000.00	7,074.72
	MVR	6,075.00	

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 ASADUL HAQUE  
4557

Signature

PREPARED BY: HR OFFICER	CHECKED BY: HR MANAGER	CHECKED BY: CFO/ACCOUNTANT	APPROVED BY: CHAIRMAN/MD/DIRECTOR
			