

DEPARTURE SHEET

Date 24-May-25

Reason ANNUAL LEAVE

Wages for April & May 2025

Joined Date: 02-Aug-2015
Leave Start Date: 25-May-2025
Leave End Date: 04-Aug-2025

SAPON		PP#: EM0285467	
Reg No 2156		Desigantion: WELDER	
Nationality: BANGLADESHI			
DESCRIPTION		DR	CR
Wages for	Basic Salary	3,469.50	
01.04.2025 - 30.04.2025	29.5		3,411.68
01.05.2025 - 31.05.2025	24		2,686.06
Allowance	No. of Days		
Service Allowance - Apr	29.5	1,927.50	1,895.38
Service Allowance - May	24	1,927.50	1,492.26
Professional Allowance - Apr	29.5	1,542.00	1,516.30
Professional Allowance - May	24	1,542.00	1,193.81
Island Allowance - Mar - Apr	22	500.00	354.84
Island Allowance - Apr - May	7	500.00	116.67
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	29.5	386.00	379.57
Attendance Allowance - May	24	386.00	298.84
Salary Areas		118.15	118.15
OT Tea Money			-
Over Time - Apr		160.00	160.00
Over Time - May		64.00	64.00
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	13,687.54

MVR 13,300.00

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.

SAPON
2156

Signature

PREPARED BY:
HR OFFICER

CHECKED BY:
HR MANAGER

CHECKED BY:
CFO/ACCOUNTANT

APPROVED BY:
CHAIRMAN/MD/DIRECTOR

[Signature]

[Signature]
24/5/2025

[Signature]

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