

DEPARTURE SHEET

Date 17-Mar-25

Reason ANNUAL LEAVE

Wages for Feb & March 2025

Joining Date: 11-Dec-2022

Departure Date: 21-Mar-2025

Leave End Date: 26-Apr-2025

BISWAMBAR BEHERA		PP#: W4206078	
Reg No 4104		Desigantion: SECURITY	
Nationality: INDIAN			
DESCRIPTION		DR	CR
Wages for	Basic Salary	3,855.00	
01.02.2025 - 28.02.2025	28		3,855.00
01.03.2025 - 31.03.2025	20		2,487.10
Allowance	No. of Days		
Service Allowance - Feb	28	1,542.00	1,542.00
Service Allowance - Mar	20	1,542.00	994.84
Professional Allowance - Feb	28	771.00	771.00
Professional Allowance - Mar	20	771.00	497.42
Island Allowance - Feb			-
Island Allowance - Mar			-
Safety/Store Allowance - Feb	28	1,250.00	1,250.00
Safety/Store Allowance - Mar	20	1,250.00	806.45
Long Term Allowance - Feb			-
Long Term Allowance - Mar			-
Phone Allowance - Feb			-
Phone Allowance - Mar			-
Attendance Allowance - Feb			-
Attendance Allowance - Mar			-
OT Areas			-
Over Time - Feb			-
Over Time - Mar			-
Petrol			-
Deductions			
Absent/No Pay Oct			
Salary Advance			
Medical - Feb			
Medical - Mar			
Phone Allowance			
Food & Tea Allowance - Mar	10	2,000.00	645.16
Insurance			
WP Medical Fee			
PPE's cost			
Work Permit Fee			
Phone			
		645.16	12,203.81
	MVR	11,559.00	

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.

BISWAMBAR BEHERA
4104

Signature

PREPARED BY:
HR OFFICER



CHECKED BY:
HR MANAGER

17/3/2025

CHECKED BY:
CFO/ACCOUNTANT

18/03/2025

APPROVED BY:
CHAIRMAN/MD/DIRECTOR

