

DEPARTURE SHEET

Date 12-Apr-25

Reason

ANNUAL LEAVE

Wages for March & April 2025

Joined Date: 23-Feb-2023

Leave Start Date: 13-Apr-2025

Leave End Date: 18-May-2025

| THILAKARATHNA KAHAWALAGE | | PP#: N8655093 | |
|------------------------------|--------------|-----------------------------------|-----------------|
| Reg No 4365 | | Designation: SHUTTERING CARPENTER | |
| | | Nationality: SRI LANKAN | |
| DESCRIPTION | | DR | CR |
| Wages for | Basic Salary | 3,855.00 | |
| 01.03.2025 - 31.03.2025 | 31 | | 3,855.00 |
| 01.04.2025 - 30.04.2025 | 10 | | 1,285.00 |
| Allowance | No. of Days | | |
| Service Allowance - Mar | 31 | 1,542.00 | 1,542.00 |
| Service Allowance - Apr | 10 | 1,542.00 | 514.00 |
| Professional Allowance - Mar | | | - |
| Professional Allowance - Apr | | | - |
| Delivery Allowance - Mar | | | - |
| Delivery Allowance - Apr | | | - |
| Safety Store Allowance - Mar | | | - |
| Safety Store Allowance - Apr | | | - |
| Long Term Allowance - Mar | | | - |
| Long Term Allowance - Apr | | | - |
| Phone Allowance - Mar | | | - |
| Phone Allowance - Apr | | | - |
| Attendance Allowance - Mar | | | - |
| Attendance Allowance - Apr | | | - |
| OT Areas | | | - |
| Over Time - Feb | | | - |
| Over Time - Mar | | 80.00 | 80.00 |
| Over Time - Apr | | | - |
| Deductions | | | |
| Absent/No Pay Oct | | | - |
| Salary Advance | | | - |
| Medical - Feb | | | - |
| Medical - Mar | | | 255.50 |
| Phone Allowance | | | - |
| Food & Tea Allowance - Apr | 17 | 2,000.00 | 1,133.33 |
| Petrol Allowance - Apr | | | - |
| Phone Allowance - Apr | | | - |
| PPE's cost | | | - |
| Work Permit Fee | | | - |
| Phone | | | - |
| | | 1,388.83 | 7,276.00 |

MVR

5,887.00

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.

THILAKARATHNA KAHAWALAGE
4365

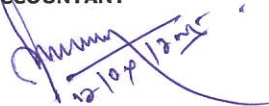
Signature

PREPARED BY:
HR OFFICER



CHECKED BY:
HR MANAGER

CHECKED BY:
CFO/ACCOUNTANT



APPROVED BY:
CHAIRMAN/MD/DIRECTOR

