

## DEPARTURE SHEET

Date 23-May-25

Reason

ANNUAL LEAVE

Wages for April &amp; May 2025

Joined Date: 30-Nov-2021

Leave Start Date: 25-May-2025

Leave End Date: 29-Jun-2025

ATUL KUMAR SINGH		PP#: U330892	
Reg No 3306		Designation: SH:ET - METAL WORKER	
DESCRIPTION		Nationality: INDIAN	
		DR	CR
<b>Wages for</b>			
01.04.2025 - 30.04.2025	Basic Salary	6,168.00	
01.05.2025 - 31.05.2025	30		6,168.00
	24		4,775.23
<b>Allowance</b>			
Service Allowance - Apr	No. of Days		
Service Allowance - May			-
Professional Allowance - Apr			-
Professional Allowance - May			-
Delivery Allowance - Apr			-
Delivery Allowance - May			-
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	30	386.00	386.00
Attendance Allowance - May	24	386.00	298.84
Salary Areas			-
OT Tea Money			-
Over Time - Apr		696.00	696.00
Over Time - May		484.80	484.80
<b>Deductions</b>			
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	12,808.86
MVR		12,422.00	

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.

ATUL KUMAR SINGH  
3306

Signature

PREPARED BY:  
HR OFFICER

CHECKED BY:  
HR MANAGER

CHECKED BY:  
CFO/ACCOUNTANT

APPROVED BY:  
CHAIRMAN/MD/DIRECTOR



29/5/2025

