

DEPARTURE SHEET

Date 15-Mar-25

Reason

EMERGENCY LEAVE

Wages for Feb 2025

Join Date: 04-Nov-2024

Departure Date: 19-Mar-2025

Leave End Date: 31-Mar-2025

HANSILA DUMINDI JAYAWEERA WEDAGEDARA		PP#: N8899200	
Reg No 5059		Designation: HR OFFICER	
		Nationality: SRI LANKAN	
DESCRIPTION		DR	CR
Wages for	Basic Salary	650.00	
01.02.2025 - 28.02.2025	28		650.00
01.03.2025 - 31.03.2025			-
Allowance	No. of Days		
Service Allowance - Feb			-
Service Allowance - Mar			-
Professional Allowance - Mar			-
Brick and Batching Plant Allowance - Feb			-
Brick and Batching Plant Allowance - Mar			-
Attendance Allowance - Mar			-
OT Areas			-
Over Time - JAN			-
Over Time - FEB			-
Petrol			-
Deductions			
Absent/No Pay Oct			-
Salary Advance			-
Medical - Feb			-
April OT deduction			-
Phone Allowance			-
Food & Tea Allowance			-
Insurance			-
WP Medical Fee			-
PPE's cost			-
Work Permit Fee			-
Phone			-

0.00 650.00



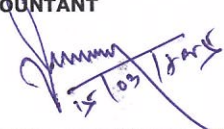

USD

650.00

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.

HANSILA DUMINDI JAYAWEERA WEDAGEDARA
5059

Signature

PREPARED BY: HR OFFICER 	CHECKED BY: HR MANAGER  15/3/2025	CHECKED BY: CFO/ACCOUNTANT  15/03/2025	APPROVED BY: CHAIRMAN/MD/DIRECTOR 
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Reg No 5059		Designation: HR OFFICER	
		Nationality: SRI LANKAN	
DESCRIPTION		DR	CR
Wages for	Basic Salary		
01.02.2025 - 28.02.2025			-
01.03.2025 - 31.03.2025			-
Allowance	No. of Days		
Service Allowance - Feb			-
Service Allowance - Mar			-
Professional Allowance - Feb			-
Professional Allowance - Mar			-
Brick and Batching Plant Allowance - Feb			-
Brick and Batching Plant Allowance - Mar			-
Phone Allowance - Feb			-
Phone Allowance - Mar			-
Long Term Allowance - Feb			-
Long Term Allowance - Mar			-
Food & Tea Allowance - Mar			-
OT Areas			-
Over Time - JAN			-
Over Time - FEB			-
Petrol			-
Deductions			
Absent/No Pay Oct			-
Salary Advance			-
Medical - Feb			-
Ticket Change Fee			-
Phone Allowance			-
Food & Tea Allowance	12	2,000.00	774.19
Petrol Allowance			-
Phone Allowance			-
PPE's cost			-
Work Permit Fee			-
Phone			-

774.19 0.00




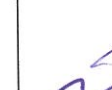
MVR

(774.00)

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5059

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