

## DEPARTURE SHEET

Date 8-Apr-25

Reason EMERGENCY LEAVE

Wages for March 2025

Joined Date: 07-Oct-2024

Leave Start Date: 14-Apr-2025

Leave End Date: 24-Apr-2025

GAYAN CHATHURANGA GUNATHUNGA MAHAMUDHANNAYAKALAGE		PP#: N7345643	
Reg No 5047		Desigantion: STORE MANAGER	
Nationality: SRI LANKAN			
DESCRIPTION		DR	CR
<b>Wages for</b>	Basic Salary		
01.03.2025 - 31.03.2025			-
01.04.2025 - 30.04.2025			-
<b>Allowance</b>	No. of Days		
Service Allowance - Mar			-
Service Allowance - Apr			-
Professional Allowance - Mar			-
Professional Allowance - apr			-
Delivery Allowance - Mar			-
Delivery Allowance - Apr			-
Safty Store Allowance - Mar			-
Safty Store Allowance - Apr			-
Long Term Allowance - Feb			-
Long Term Allowance - Mar			-
Phone Allowance - Mar			-
Phone Allowance - Apr			-
Attendance Allowance - Mar			-
Attendance Allowance - Apr			-
OT Areas			-
Over Time - Mar			-
<b>Deductions</b>			
Absent/No Pay Oct			
Salary Advance			
Medical - Feb			
Medical - Mar			
Phone Allowance	10	150.00	50.00
Food & Tea Allowance - Apr	10	2,000.00	666.67
Insurance			
WP Medical Fee			
PPE's cost			
Work Permit Fee			0.00
Phone			
		<b>716.67</b>	<b>0.00</b>


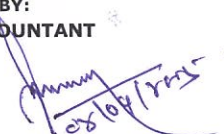

MVR

(717.00)

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.

CHATHURANGA GUNATHUNGA MAHAMUDHANNAYAKALAGE  
5047

Signature

PREPARED BY: HR OFFICER 	CHECKED BY: HR MANAGER	CHECKED BY: CFO/ACCOUNTANT 	APPROVED BY: CHAIRMAN/MD/DIRECTOR 
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Reg No 5047		Designation: STORE MANAGER	
Nationality: SRI LANKAN			
DESCRIPTION		DR	CR
<b>Wages for</b>	Basic Salary	1,200.00	
01.03.2025 - 31.03.2025	31		1,200.00
01.04.2025 - 30.04.2025			-
<b>Allowance</b>	No. of Days		
Service Allowance - Mar			-
Service Allowance - Apr			-
Professional Allowance - Mar			-
Professional Allowance - Apr			-
Delivery Allowance - Mar			-
Delivery Allowance - Apr			-
Safety Store Allowance - Mar			-
Safety Store Allowance - Apr			-
Long Term Allowance - Feb			-
Long Term Allowance - Mar			-
Phone Allowance - Mar			-
Phone Allowance - Apr			-
Attendance Allowance - Mar			-
Attendance Allowance - Apr			-
OT Areas			-
Over Time - Mar			-
<b>Deductions</b>			
Absent/No Pay Oct			-
Salary Advance			-
Medical - Feb			-
Medical - Mar			-
Phone Allowance			-
Food & Tea Allowance - Apr			-
Insurance			-
WP Medical Fee			-
PPE's cost			-
Work Permit Fee			-
Phone			-
		0.00	
		<b>0.00</b>	<b>1,200.00</b>


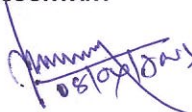
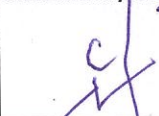
USD

1,200.00

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CHATHURANGA GUNATHUNGA MAHAMUDHANNAYAKALAGE  
5047

Signature

PREPARED BY: HR OFFICER 	CHECKED BY: HR MANAGER	CHECKED BY: CFO/ACCOUNTANT 	APPROVED BY: CHAIRMAN/MD/DIRECTOR 
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