

DEPARTURE SHEET

Date 17-Mar-25

Reason ANNUAL LEAVE

Wages for Feb & March 2025

Joined Date: 18-Jun-2022

Departure Date: 25-Mar-2025

Leave End Date: 29-Apr-2025

SIVASAKTHIVEL CHINNADURAI		PP#: R4735618	
Reg No 3668		Desigantion: STEEL FIXER ASSISTANT	
Nationality: INDIAN			
DESCRIPTION		DR	CR
Wages for	Basic Salary	3,855.00	
01.02.2025 - 28.02.2025	27		3,717.32
01.03.2025 - 31.03.2025	24		2,984.52
Allowance	No. of Days		
Service Allowance - Feb	27	771.00	743.46
Service Allowance - Mar	24	771.00	596.90
Professional Allowance - Feb			-
Professional Allowance - Mar			-
Island Allowance - Feb	27	500.00	482.14
Island Allowance - Mar	24	500.00	387.10
Safety/Store Allowance - Feb			-
Safety/Store Allowance - Mar			-
Long Term Allowance - Feb			-
Long Term Allowance - Mar			-
Phone Allowance - Feb			-
Phone Allowance - Mar			-
Attendance Allowance - Feb	27	386.00	372.21
Attendance Allowance - Mar	24	386.00	298.84
OT Areas		803.00	803.00
Over Time - Feb		68.00	68.00
Over Time - Mar		16.00	16.00
Petrol			-
Deductions			
Absent/No Pay Oct			
Salary Advance			
Medical - Feb			
Medical - Mar			
Food Allowance - Mar	31	1,350.00	1,350.00
Tea Allowance - Mar	6	650.00	125.81
Insurance			
WP Medical Fee			
PPE's cost			
Work Permit Fee			
Phone			
		1,475.81	10,469.50
	MVR	8,994.00	

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.

SIVASAKTHIVEL CHINNADURAI
3668

Signature

PREPARED BY:
HR OFFICER

CHECKED BY:
HR MANAGER

CHECKED BY:
CFO/ACCOUNTANT

APPROVED BY:
CHAIRMAN/MD/DIRECTOR



17/3/2025

18/03/2025

