

## DEPARTURE SHEET

Date 24-Mar-25

Reason ANNUAL LEAVE

Wages for March 2025

Joined Date: 16-Aug-2013

Leave Start Date: 06-Apr-2025

Leave End Date: 11-May-2025





SUMITH WEERASINGHE SERASINGHE PATHIRANAGE		PP #: N7668470	
Reg No 1989		Designation: PLUMBER SUPERVISOR	
Nationality: SRI LANKAN			
DESCRIPTION		DR	CR
<b>Wages for</b>	Basic Salary		
01.03.2025 - 31.03.2025			-
Leave Salary			-
<b>Allowance</b>	No. of Days		
Service Allowance - Mar			-
Service Allowance - Leave Salary			-
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 - Leave Salary			-
Phone Allowance - Mar			-
Phone Allowance - Apr			-
Attendance Allowance - Mar			-
Attendance Allowance - Apr			-
OT Areas			-
Over Time - Feb			-
Over Time - Mar			-
Petrol			-
<b>Deductions</b>			
Absent/No Pay Oct			-
Salary Advance			-
Medical - Feb			-
Medical - Mar			-
Phone Allowance			-
Food & Tea Allowance - Apr	24	2,000.00	1,600.00
Petrol Allowance - Apr	24	450.00	360.00
Phone Allowance - Apr	24	100.00	80.00
PPE's cost			-
Work Permit Fee			-
Phone			-
		<b>2,040.00</b>	<b>0.00</b>

MVR (2,040.00)

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.

SUMITH WEERASINGHE SERASINGHE PATHIRANAGE  
1989

Signature

PREPARED BY: HR OFFICER 	CHECKED BY: HR MANAGER  24/3/2025	CHECKED BY: CFO/ACCOUNTANT  25/03/2025	APPROVED BY: CHAIRMAN/MD/DIRECTOR 
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