

DEPARTURE SHEET

Date 3-Apr-25

Reason

ANNUAL LEAVE

Wages for March & April 2025

Joined Date: 03-Feb-2023

Leave Start Date: 12-Apr-2025



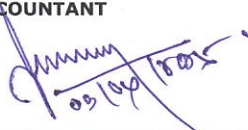

Leave End Date: 30-Apr-2025

PONSUGE NIPUNA ERANGA TISSERA		PP#: N9586775	
Reg No 2400		Designation: ACCOUNTANT	
Nationality: SRI LANKAN			
DESCRIPTION		DR	CR
Wages for	Basic Salary		
01.03.2025 - 31.03.2025			-
Leave Salary			-
Allowance	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			-
Deductions			
Absent/No Pay Oct			-
Salary Advance			-
Medical - Feb			-
Medical - Mar			-
Phone Allowance			-
Food & Tea Allowance - Apr	18	2,000.00	1,200.00
Petrol Allowance - Apr			-
Phone Allowance - Apr			-
PPE's cost			-
Work Permit Fee			-
Phone			-
		1,200.00	0.00
	MVR	(1,200.00)	

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.

PONSUGE NIPUNA ERANGA TISSERA
2400

Signature

PREPARED BY: HR OFFICER 	CHECKED BY: HR MANAGER  4/4/2025	CHECKED BY: CFO/ACCOUNTANT  02/04/2025	APPROVED BY: CHAIRMAN/MD/DIRECTOR 
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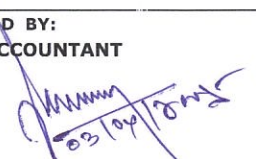
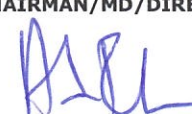
Leave End Date: 30-Apr-2025

PONSUGE NIPUNA ERANGA TISSERA		PP#: N9186775	
Reg No 2400		Designation: ACCOUNTANT	
Nationality: SRI LANKAN			
DESCRIPTION		DR	CR
Wages for	Basic Salary	1,000.00	
01.03.2025 - 31.03.2025	31		1,000.00
01.04.2025 - 30.04.2025	30		1,000.00
Allowance	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 - Apr			-
Long Term Allowance - Leave Salary			-
Phone Allowance - Mar			-
Phone Allowance - Apr			-
Attendance Allowance - Mar	31	300.00	300.00
Attendance Allowance - Apr	30	300.00	300.00
OT Areas			-
Over Time - Feb			-
Over Time - Mar			-
Petrol			-
Deductions			-
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	2,600.00
	USD	2,600.00	

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PONSUGE NIPUNA ERANGA TISSERA
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Signature

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