

DEPARTURE SHEET

Date 15-Mar-25

Reason ANNUAL LEAVE

Wages for Feb 2025

Joined Date: 17-Jul-2023

Departure Date: 20-Mar-2025

Leave End Date: 12-Apr-2025

INDUMATHI ILLAGOLLA HERATH MUDIYANSELAGE		PP#: N9531406	
Reg No 4588		Designation: ACCOUNTS ASSISTANT	
		Nationality: SRI LANKAN	
DESCRIPTION		DR	CR
Wages for			
01.02.2025 - 28.02.2025	Basic Salary	500.00	
01.03.2025 - 31.03.2025	28		500.00
	31		500.00
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	1,000.00



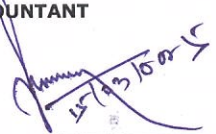

USD

1,000.00

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.

INDUMATHI ILLAGOLLA HERATH MUDIYANSELAGE
4588

Signature

PREPARED BY: HR OFFICER 	CHECKED BY: HR MANAGER  15/3/2025	CHECKED BY: CFO/ACCOUNTANT  15/3/2025	APPROVED BY: CHAIRMAN/MD/DIRECTOR 
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Reg No 4588		Designation: ACCOUNTS ASSISTANT	
		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	11	2,000.00	709.68 ^
Petrol Allowance			-
Phone Allowance			-
PPE's cost			-
Work Permit Fee			-
Phone			-

709.68

0.00

MVR

(710.00)

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INDUMATHI ILLAGOLLA HERATH MUDIYANSELAGE
4588

Signature

PREPARED BY:
HR OFFICER



CHECKED BY:
HR MANAGER

 15/3/2025

CHECKED BY:
CFO/ACCOUNTANT

 15/03/2025

APPROVED BY:
CHAIRMAN/MD/DIRECTOR

