

DEPARTURE SHEET

Date 24-May-25

Reason

ANNUAL LEAVE

Wages for April & May 2025

Joined Date: 19-Aug-2019

Leave Start Date: 25-May-2025

Leave End Date: 13-Oct-2025

MD ASADUL HAQUE		PP#: ELC553458	
Reg No 4557		Designation: LABOURER	
		Nationality: BANGLADESHI	
DESCRIPTION		DR	CR
Wages for	Basic Salary	3,855.00	
01.04.2025 - 30.04.2025	30		3,855.00
01.05.2025 - 31.05.2025	23.5		2,922.34
Allowance	No. of Days		
Service Allowance - Apr	30	385.50	385.50
Service Allowance - May	23.5	385.50	292.23
Professional Allowance - Apr			-
Professional Allowance - May			-
Delivery Allowance - Apr			-
Delivery Allowance - May			-
Safety Store Allowance - Apr			-
Safety Store Allowance - May			-
Long Term Allowance - Apr			-
Long Term Allowance - May			-
Phone Allowance - Mar			-
Phone Allowance - Apr			-
Attendance Allowance - Apr			-
Attendance Allowance - May			-
Salary Areas			-
OT Tea Money			-
Over Time - Apr		208.00	208.00
Over Time - May			-
Deductions			
Other Deduction			837.05
Salary Advance			
Medical - April			
Medical - May			
Food & Tea Allowance - May	6	2,000.00	387.10
Phone Allowance			
Petrol Allowance			
WP Medical Fee			
PPE's cost			
Work Permit Fee			
Phone			

1,224.15 7,663.07

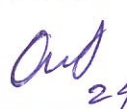
MVR

6,439.00

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.

MD ASADUL HAQUE
4557

Signature

PREPARED BY:
HR OFFICERCHECKED BY:
HR MANAGER
24/5/2025CHECKED BY:
CFO/ACCOUNTANTAPPROVED BY:
CHAIRMAN/MD/DIRECTOR