

DEPARTURE SHEET

Date 10-Apr-25

Reason ANNUAL LEAVE

Wages for March & April 2025

Joined Date: 03-Jun-2009

Leave Start Date: 12-Apr-2025

Leave End Date: 01-Sep-2025

KHAYER		PP#: A16711290	
Reg No 1605		Desigantion: MASON STUCCO	
		Nationality: BANGLADESHI	
DESCRIPTION		DR	CR
Wages for	Basic Salary	4,240.50	
01.03.2025 - 31.03.2025	30.5		4,172.10
01.04.2025 - 30.04.2025	11		1,554.85
Allowance	No. of Days		
Service Allowance - Mar	30.5	2,654.98	2,612.16
Service Allowance - Apr	11	2,654.98	973.49
Professional Allowance - Mar	30.5	1,896.41	1,865.82
Professional Allowance - apr	11	1,896.41	695.35
Delivery Allowance - Mar			-
Delivery Allowance - Apr			-
Safty Store Allowance - Mar			-
Safty Store Allowance - Apr			-
Long Term Allowance - Mar	30.5	1,250.00	1,229.84
Long Term Allowance - Apr	11	1,250.00	458.33
Phone Allowance - Mar			-
Phone Allowance - Apr			-
Attendance Allowance - Mar			-
Attendance Allowance - Apr			-
OT Areas			-
Over Time - Feb			-
Over Time - Mar		112.00	112.00
Over Time - Apr		148.80	148.80
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 Allowane - Apr			
Phone Allowance - Apr			
PPE's cost			
Work Permit Fee			
Phone			
		1,200.00	13,822.75

MVR 12,623.00

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.

KHAYER
1605

Signature

PREPARED BY:
HR OFFICERCHECKED BY:
HR MANAGERCHECKED BY:
CFO/ACCOUNTANTAPPROVED BY:
CHAIRMAN/MD/DIRECTOR