

DEPARTURE SHEET

Date 3-Jun-25

Reason Annual Leave

Wages for May & June 2025

Joined Date: 09-Aug-2018

Leave Start Date: 04-Jun-2025

Leave End Date: 14-Aug-2025

| SAYFUL ISLAM | | PP#: EH0828551 | |
|------------------------------|--------------|----------------------------------|-----------------|
| Reg No 3315 | | Designation: FINISHING CARPENTER | |
| | | Nationality: BANGLADESHI | |
| DESCRIPTION | | DR | CR |
| Wages for | Basic Salary | 4,240.50 | |
| 01.05.2025 - 31.05.2025 | 31 | | 4,240.50 |
| 01.06.2025 - 30.06.2025 | 3 | | 424.05 |
| Allowance | No. of Days | | |
| Service Allowance - May | 31 | 1,542.00 | 1,542.00 |
| Service Allowance - Jun | 3 | 1,542.00 | 154.20 |
| Professional Allowance - May | 31 | 1,002.30 | 1,002.30 |
| Professional Allowance - Jun | 3 | 1,002.30 | 100.23 |
| 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 - May | 31 | 386.00 | 386.00 |
| Attendance Allowance - Jun | 3 | 386.00 | 38.60 |
| Salary Areas | | | - |
| OT Tea Money | | | - |
| Over Time - May | | 360.00 | 360.00 |
| Over Time - Jun | | 64.00 | 64.00 |
| Deductions | | | |
| Water Deduction | | | - |
| Ticket Money | | | - |
| Medical - April | | | 639.00 |
| Medical - May | | | |
| Food & Tea Allowance - May | 26 | 2,000.00 | 1,733.33 |
| Insurance | | | - |
| WP Medical Fee | | | - |
| PPE's cost | | | - |
| Work Permit Fee | | | - |
| Work Permit Fee | | | - |
| Phone | | | - |
| | | 2,372.33 | 8,311.88 |

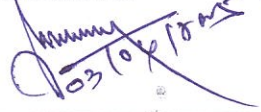
MVR

5,940.00

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.

SAYFUL ISLAM
3315

Signature

PREPARED BY:
HR OFFICERCHECKED BY:
HR MANAGER
3/6/2025CHECKED BY:
CFO/ACCOUNTANT
03/06/2025APPROVED BY:
CHAIRMAN/MD/DIRECTOR