

## DEPARTURE SHEET

Date

23-May-25

Reason

ANNUAL LEAVE

Wages for April &amp; May 2025

Joined Date: 13-Jun-2009

Leave Start Date: 25-May-2025




Leave End Date: 04-Aug-2025

RUSTOM		PP#: A15053256		
Reg No 1615		Designation: FINISHING CARPENTER		
DESCRIPTION		Nationality: BANGLADESHI		
			DR	CR
<b>Wages for</b>		Basic Salary	5,832.50	
01.04.2025 - 30.04.2025	30			5,832.50
01.05.2025 - 31.05.2025	24			4,515.48
<b>Allowance</b>		No. of Days		
Service Allowance - Apr	30	3,855.00		3,855.00
Service Allowance - May	24	3,855.00		2,984.52
Professional Allowance - Apr	30	2,313.00		2,313.00
Professional Allowance - May	24	2,313.00		1,790.71
Delivery Allowance - Apr				-
Delivery Allowance - May				-
Safety Store Allowance - Apr				-
Safety Store Allowance - May				-
Long Term Allowance - Apr	30	1,250.00		1,250.00
Long Term Allowance - May	24	1,250.00		967.74
Phone Allowance - Mar				-
Phone Allowance - Apr				-
Attendance Allowance - Apr				-
Attendance Allowance - May				-
Salary Areas		213.72		213.72
OT Tea Money		48.00		48.00
Over Time - Apr				-
Over Time - May				-
<b>Deductions</b>				-
Water Deduction				-
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				-
			387.10	23,770.67
		MVR	23,384.00	

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.

RUSTOM  
1615

Signature

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