

# DEPARTURE SHEET

Date 29-May-25

Reason No Pay

Wages for April & May 2025

Joined Date: 31-Jul-2010

Leave Start Date: 30-May-2025

Leave End Date: 19-Oct-2025

YOUSUF		PP#: A1017312	
Reg No 1748		Designation: STORE KEEPER	
DESCRIPTION		Nationality: BANGLADESHI	
		DR	CR
<b>Wages for</b>	Basic Salary	3,855.00	
01.04.2025 - 30.04.2025			
01.05.2025 - 31.05.2025	29		3,606.29
<b>Allowance</b>	No. of Days		
Service Allowance - Apr			
Service Allowance - May	29	771.00	721.26
Professional Allowance - Apr			
Professional Allowance - May	29	1,156.50	1,081.89
Delivery Allowance - Apr			
Delivery Allowance - May	29	350.00	327.42
Safety Store Allowance - Apr			
Safety Store Allowance - May	29	500.00	467.74
Long Term Allowance - Apr			
Long Term Allowance - May	29	1,000.00	935.48
Phone Allowance - Mar			
Phone Allowance - Apr	29	100.00	93.55
Attendance Allowance - Apr			
Attendance Allowance - May			
Salary Areas			
OT Tea Money			
Over Time - Apr			
Over Time - May		68.80	68.80
<b>Deductions</b>			
Water Deduction			
Ticket Money	440	15.42	6,784.80
Medical - April			
Medical - May			
Food & Tea Allowance - May	1	2,000.00	64.52
Phone Allowance			
Petrol Allowance			
WP Medical Fee			
PPE's cost			
Work Permit Fee			
Phone			
		6,849.32	7,302.43
MVR		453.00	

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.

YOUSUF  
1748

Signature

PREPARED BY:  
HR OFFICER

CHECKED BY:  
HR MANAGER

CHECKED BY:  
CFO/ACCOUNTANT

APPROVED BY:  
CHAIRMAN/MD/DIRECTOR

*[Signature]*

*[Signature]*  
28/05/2025

*[Signature]*  
29/05/2025

*[Signature]*