

DEPARTURE SHEET

Date 16-Mar-25

Reason

ANNUAL LEAVE

Wages for Feb 2025

Joined Date: 21-Dec-2023

Departure Date: 17-Mar-2025




Leave End Date: 21-Apr-2025

| | | | |
|--|--------------|------------------------------|-----------------|
| SANTOSH KUMAR MAHAPATRA | | PP#: R3047792 | |
| Reg No 4662 | | Desigantion: R3047792 | |
| DESCRIPTION | | Nationality: INDIAN | |
| | | DR | CR |
| Wages for | Basic Salary | 3,855.00 | |
| 01.02.2025 - 28.02.2025 | 28 | | 3,855.00 |
| 01.03.2025 - 31.03.2025 | | | - |
| Allowance | No. of Days | | |
| Service Allowance - Feb | | | - |
| Service Allowance - Mar | | | - |
| Professional Allowance - Feb | | | - |
| Professional Allowance - Mar | | | - |
| Brick and Batching Plant Allowance - Feb | | | - |
| Brick and Batching Plant Allowance - Mar | | | - |
| Safety/Store Allowance - Feb | | | - |
| Safety/Store Allowance - Mar | | | - |
| Long Term Allowance - Feb | | | - |
| Long Term Allowance - Mar | | | - |
| Attendance Allowance - Feb | | | - |
| Attendance Allowance - Mar | | | - |
| OT Areas | | | - |
| Over Time - Feb | | 840.00 | 840.00 |
| Over Time - Mar | | | - |
| Petrol | | | - |
| Deductions | | | - |
| Absent/No Pay Oct | | | - |
| Salary Advance | | | - |
| Medical - Feb | | | - |
| April OT deduction | | | - |
| Phone Allowance | | | - |
| Food & Tea Allowance | | | - |
| Insurance | | | - |
| WP Medical Fee | | | - |
| PPE's cost | | | - |
| Work Permit Fee | | | - |
| Phone | | | - |
| | | 0.00 | 4,695.00 |
| | MVR | 4,695.00 | |

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.

SANTOSH KUMAR MAHAPATRA
4662

Signature

| | | | |
|---|--|--|---|
| PREPARED BY: HR OFFICER | CHECKED BY: HR MANAGER | CHECKED BY: CFO/ACCOUNTANT | APPROVED BY: CHAIRMAN/MD/DIRECTOR |
|  |  16/3/2025 |  16/03/2025 | |