

DEPARTURE SHEET

Date 17-Mar-25

Reason

ANNUAL LEAVE

Wages for Feb & March 2025

Joined Date: 24-Nov-2018

Departure Date: 19-Mar-2025

Leave End Date: 17-Jun-2025

MD MEHEDI HASAN		PP#: A05854999	
Reg No 2798		Desigantion: ELECTRICIAN	
DESCRIPTION		Nationality: BANGLADESHI	
		DR	CR
Wages for	Basic Salary	4,626.00	
01.02.2025 - 28.02.2025	28		4,626.00
01.03.2025 - 31.03.2025	18		2,686.06
Allowance	No. of Days		
Service Allowance - Feb	28	693.90	693.90
Service Allowance - Mar	18	693.90	402.91
Professional Allowance - Feb	28	1,233.60	1,233.60
Professional Allowance - Mar	18	1,233.60	716.28
Island Allowance - Feb	28	500.00	500.00
Island Allowance - Mar	17	500.00	274.19
Safety/Store Allowance - Feb			-
Safety/Store Allowance - Mar			-
Long Term Allowance - Feb			-
Long Term Allowance - Mar			-
Attendance Allowance - Feb	28	386.00	386.00
Attendance Allowance - Mar	18	386.00	224.13
OT Areas			-
Over Time - Feb		280.00	280.00
Over Time - Mar			-
Petrol			-
Deductions			-
Absent/No Pay Oct			-
Salary Advance			-
Medical - Feb			-
April OT deduction			-
Phone Allowance			-
Food & Tea Allowance	12	2,000.00	774.19
Insurance			-
WP Medical Fee			-
PPE's cost			-
Work Permit Fee			-
Phone			-

774.19 12,023.08

MVR 11,249.00

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.

MD MEHEDI HASAN
2798

Signature

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