

DEPARTURE SHEET

Date 8-Mar-25

Reason

Annual Leave

Wages for April & May 2025

Joiner Date: 09-May-2022

Leave Start Date: 10-May-2025





Leave End Date: 24-Aug-2025

RANJAN KUMAR		PP#: U9825718	
Reg No 3553		Desigantion: SITE STORE KEEPER	
Nationality: INDIAN			
DESCRIPTION		DR	CR
Wages for	Basic Salary	3,855.00	
01.04.2025 - 30.04.2025	30		3,855.00
01.05.2025 - 31.05.2025	9		1,119.19
Allowance	No. of Days		
Service Allowance - Apr			-
Service Allowance - May			-
Professional Allowance - Apr			-
Professional Allowance - May			-
Safety Store Allowance - Apr	30	150.00	150.00
Safety Store Allowance - May	9	150.00	43.55
Other Fixed Allowance - Apr			-
Island Allowance - Apr			-
Long Term Allowance - Apr			-
Long Term Allowance - May			-
Phone Allowance - Mar			-
Phone Allowance - Apr			-
Attendance Allowance - Apr			-
Attendance Allowance - May			-
Salary Areas		559.60	559.60
Food & Tea Allowance - May			-
Over Time - Apr		536.00	536.00
Over Time - May			-
Deductions			
Water Deduction			-
Salary Advance			-
Medical - Feb			-
Medical - Mar			-
Food & Tea Allowance - May	21	2,000.00	1,354.84
Phone Allowance			-
Petrol Allowance			-
WP Medical Fee			-
PPE's cost			-
Work Permit Fee			-
Phone			-
		1,354.84	6,263.34
	MVR	4,909.00	

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.

RANJAN KUMAR
3553

Signature

PREPARED BY: HR OFFICER 	CHECKED BY: HR MANAGER  8/5/2025	CHECKED BY: CFO/ACCOUNTANT 	APPROVED BY: CHAIRMAN/MD/DIRECTOR 
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