

DEPARTURE SHEET

Date 24-Mar-25

Reason

ANNUAL LEAVE

Wages for March 2025

Joined Date: 23-Feb-2016

Leave Start Date: 05-Apr-2025



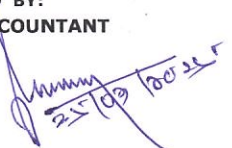

Leave End Date: 15-Jun-2025

MOIN UDDIN RUBEL		PP#: A15287463	
Reg No 2274		Designation: LABOURER	
Nationality: BANGLADESHI			
DESCRIPTION		DR	CR
Wages for	Basic Salary	3,084.00	
01.03.2025 - 31.03.2025	31		3,084.00
01.04.2025 - 30.04.2025	4		411.20
Allowance	No. of Days		
Service Allowance - Mar	31	771.00	771.00
Service Allowance - Apr	4	771.00	102.80
Professional Allowance - Mar	31	462.50	462.50
Professional Allowance - Apr	4	462.50	61.67
Delivery Allowance - Mar	31	350.00	350.00
Delivery Allowance - Apr	4	350.00	46.67
Safety Store Allowance - Mar	31	500.00	500.00
Safety Store Allowance - Apr	4	500.00	66.67
Long Term Allowance - Feb			-
Long Term Allowance - Mar			-
Phone Allowance - Mar			-
Phone Allowance - Apr			-
Attendance Allowance - Mar			-
Attendance Allowance - Apr			-
OT Areas			-
Over Time - Feb			-
Over Time - Mar		48.00	48.00
Petrol			-
Deductions			
Absent/No Pay Oct			-
Salary Advance			-
Medical - Feb			-
Medical - Mar			-
Phone Allowance			-
Food & Tea Allowance - Apr	25	2,000.00	1,666.67
Insurance			-
WP Medical Fee			-
PPE's cost			-
Work Permit Fee			0.00
Phone			-
		1,666.67	5,904.50
MVR		4,238.00	

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.

MOIN UDDIN RUBEL
2274

Signature

PREPARED BY: HR OFFICER 	CHECKED BY: HR MANAGER  28/3/2025	CHECKED BY: CFO/ACCOUNTANT  25/03/2025	APPROVED BY: CHAIRMAN/MD/DIRECTOR 
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