

DEPARTURE SHEET

Date

12-Apr-25

Reason

ANNUAL LEAVE

Wages for March & April 2025

Joined Date: 18-May-2009

Leave Start Date: 13-Apr-2025

Leave End Date: 23-Jun-2025

KAWSAR		PP#: A16600806	
Reg No 1580		Designation: PAINTER	
Nationality: BANGLADESHI			
DESCRIPTION		DR	CR
Wages for	Basic Salary	3,469.50	
01.03.2025 - 31.03.2025	31		3,469.50
01.04.2025 - 30.04.2025	11		1,272.15
Allowance	No. of Days		
Service Allowance - Mar	31	2,081.70	2,081.70
Service Allowance - Apr	11	2,081.70	763.29
Professional Allowance - Mar	31	1,927.50	1,927.50
Professional Allowance - Apr	11	1,927.50	706.75
Delivery Allowance - Mar			-
Delivery Allowance - Apr			-
Safety Store Allowance - Mar			-
Safety Store Allowance - Apr			-
Long Term Allowance - Mar	31	1,250.00	1,250.00
Long Term Allowance - Apr	11	1,250.00	458.33
Phone Allowance - Mar			-
Phone Allowance - Apr			-
Attendance Allowance - Mar	31	386.00	386.00
Attendance Allowance - Apr	11	386.00	141.53
OT Areas			-
Over Time - Feb			-
Over Time - Mar			-
Over Time - Apr			-
Deductions			-
Absent/No Pay Oct			-
Salary Advance			-
Medical - Feb			-
Medical - Mar			-
Phone Allowance			-
Food & Tea Allowance - Apr	17	2,000.00	1,133.33
Petrol Allowance - Apr			-
Phone Allowance - Apr			-
PPE's cost			-
Work Permit Fee			-
Phone			-
		1,133.33	12,456.76

MVR

11,323.00

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.

KAWSAR
1580

Signature

PREPARED BY:
HR OFFICER

N.R.

CHECKED BY:
HR MANAGERCHECKED BY:
CFO/ACCOUNTANT

12 May 2025

APPROVED BY:
CHAIRMAN/MD/DIRECTOR

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