

## DEPARTURE SHEET

Date 4-Jun-25

Reason Annual Leave

Wages for May &amp; June 2025

Joined Date: 21-Oct-2007

Leave Start Date: 05-Jun-2025

Leave End Date: 16-Aug-2025

BAHAR		PP#: A14833355	
Reg No 1370		Desigantion: SCAFFOLDER	
		Nationality: BANGLADESHI	
DESCRIPTION		DR	CR
<b>Wages for</b>	Basic Salary	3,469.50	
01.05.2025 - 31.05.2025	31		3,469.50
01.06.2025 - 30.06.2025	3		346.95
<b>Allowance</b>	No. of Days		
Service Allowance - May	31	1,156.50	1,156.50
Service Allowance - Jun	3	1,156.50	115.65
Professional Allowance - May	31	1,079.40	1,079.40
Professional Allowance - Jun	3	1,079.40	107.94
Delivery Allowance - Apr			-
Delivery Allowance - May			-
Safety Store Allowance - May	31	1,000.00	1,000.00
Safety Store Allowance - Jun	3	1,000.00	100.00
Long Term Allowance - May	31	1,250.00	1,250.00
Long Term Allowance - Jun	3	1,250.00	125.00
Island Allowance - May	2	500.00	32.26
Island Allowance - Jun			-
Attendance Allowance - May			-
Attendance Allowance - Jun			-
Salary Areas			-
OT Tea Money			-
Over Time - May		32.00	32.00
Over Time - Jun			-
<b>Deductions</b>			
Water Deduction			-
Ticket Money			-
Medical - April			-
Medical - May			-
Food & Tea Allowance - May	25	2,000.00	1,666.67
Insurance			-
WP Medical Fee			-
PPE's cost			-
Work Permit Fee			-
Work Permit Fee			-
Phone			-

1,666.67 8,815.20

MVR

7,149.00

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.

BAHAR  
1370

Signature

PREPARED BY:  
HR OFFICERCHECKED BY:  
HR MANAGER  
4/6/2025CHECKED BY:  
CFO/ACCOUNTANT  
04/05/2025APPROVED BY:  
CHAIRMAN/MD/DIRECTOR