

## DEPARTURE SHEET

Date

23-May-25

Reason

ANNUAL LEAVE

Wages for April &amp; May 2025

Joined Date: 10-Mar-2022

Leav<sup>e</sup> Start Date: 25-May-2025Leav<sup>e</sup> End Date: 04-Aug-2025

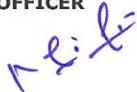
PATHIPAN POTTUDURAI		PP#: C2278757	
Reg No 3398		Desigantion: SECURITY	
Nationality: INDIAN			
DESCRIPTION		DR	CR
<b>Wages for</b>	Basic Salary	3,855.00	
01.04.2025 - 30.04.2025	30		3,855.00
01.05.2025 - 31.05.2025	24		2,984.52
<b>Allowance</b>	No. of Days		
Service Allowance - Apr	30	1,542.00	1,542.00
Service Allowance - May	24	1,542.00	1,193.81
Professional Allowance - Apr	30	771.00	771.00
Professional Allowance - May	24	771.00	596.90
Delivery Allowance - Apr			-
Delivery Allowance - May			-
Safety Store Allowance - Apr	30	1,250.00	1,250.00
Safety Store Allowance - May	24	1,250.00	967.74
Long Term Allowance - Apr			-
Long Term Allowance - May			-
Phone Allowance - Mar			-
Phone Allowance - Apr			-
Attendance Allowance - Apr			-
Attendance Allowance - May			-
Salary Areas			-
OT Tea Money			-
Over Time - Apr			-
Over Time - May			-
<b>Deductions</b>			-
Water Deduction			
Salary Advance			
Medical - April			
Medical - May			
Food & Tea Allowance - May	6	2,000.00	387.10
Phone Allowance			
Petrol Allowance			
WP Medical Fee			
PPE's cost			
Work Permit Fee			
Phone			
		387.10	13,160.97
	MVR	12,774.00	

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.

PATHIPAN POTTUDURAI  
3398

Signature

PREPARED BY:  
HR OFFICER



CHECKED BY:  
HR MANAGER

And 24/5/2025

CHECKED BY:  
CFO/ACCOUNTANT

APPROVED BY:  
CHAIRMAN/MD/DIRECTOR

