## **DEPARTURE SHEET**

Date

15-Mar-25

Wages for Feb 2025

Reason

EMERGENCY LEAVE

Join Date: 04-Nov-2024
Departure Date: 19-Mar-2025

HANSILA DUMINDI JAYAWEERA WEDAGEDARA					
	PP#:	N8899200			
	<b>Desigantion:</b>	HR OFFICER			
Reg No 5059	Nationality:	<b>SRI LANKAN</b>			
DESCRIPTION				DR	CR
Wages for	Basic Salary		650.00		
01.02.2025 - 28.02.2025	28				650.00
01.03.2025 - 31.03.2025					100
Allowance	No. of Days	;			
Service Allowance - Feb					
Service Allowance - Mar					-
Professional Allowance - Mar					-
Brick and Batching Plant Allowance - Feb					
Brick and Batching Plant Allowance - Mar					-
Attendance Allowance - Mar					-
OT Areas		甚			4
Over Time - JAN		类			=
Over Time - FEB					-
Petrol					
Deductions					=
Absent/No Pay Oct					
Salary Advance					
Medical - Feb					
April OT deduction					
Phone Allowance					
Food & Tea Allowance					
Insuarance					
WP Medical Fee					
PPE's cost					
Work Permit Fee					
Phone					
			_		

0.00 650.00

USD

650.00

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.

HANSILA DUMINDI JAYAWEERA WEDAGEDARA 5059

**Signature** 

PREPARED BY: HR OFFICER

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CHECKED BY: HR MANAGER CHECKED BY: CFO/ACCOUNTANT APPROVED BY:

CHAIRMAN/MD/DIRECTOR

In Must

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	PP#: N8899200							
HANSILA DUMINDI JAYAWEERA WEDAGEI	DARA	Desigantion: HR OFFICER						
Reg No 5059		Nationality:						
DESCRIPTION						DR	CR	
Wages for		Basic Salary						
01.02.2025 - 28.02.2025							S=3	
01.03.2025 - 31.03.2025			Cu				-	
Allowance		No. of Days	40					
Service Allowance - Feb		50					12	
Service Allowance - Mar							-	
Professional Allowance - Feb							-	
Professional Allowance - Mar								
Brick and Batching Plant Allowance - Feb							-	
Brick and Batching Plant Allowance - Mar							-	
Phone Allowance - Feb							-	
Phone Allowance - Mar							_	
Long Term Allowance - Feb							-	
Long Term Allowance - Mar							-	
Food & Tea Allowance - Mar							-	
OT Areas							-	
Over Time - JAN							-	
Over Time - FEB							-	
Petrol							-	
<u>Deductions</u>							-	
Absent/No Pay Oct			83					
Salary Advance			48.					
Medical - Feb								
Ticket Change Fee								
Phone Allowance								
Food & Tea Allowance		12	2		2,000.00	774.19		
Petrol Allowance								
Phone Allowance								
PPE's cost					50			
Work Permit Fee								
Phone								
					_	774.19	0.00	
					-	774.19	0.00	
		100000000			(774 00)			
		MVR			(774.00)			
			ć					
I received all my Entitled Salary & benefits (according to the Agreemen	nt) for the	period which I served	or RCC	vt Ltd. I	am signing this			
without any force and I don't have anything against the company.								

PREPARED BY: HR OFFICER

CHECKED BY: HR MANAGER

HANSILA DUMINDI JAYAWEERA WEDAGEDARA 5059

APPROVED BY:

CHECKED BY: CFO/ACCOUNTANT

Signature

CHAIRMAN/MD/DIRECTOR