

DEPARTURE SHEET

Date 4-Jun-25

Wages for May & June 2025

Reason

Annual Leave

Joined Date: 12-Jun-2010

Leave Start Date: 05-Jun-2025

Leave End Date: 16-Aug-2025

MOHAMMED KHOKAN		PP#: A17546812	
Reg No 1702		Designation: PAINTER	
DESCRIPTION		Nationality: BANGLADESHI	
		DR	CR
Wages for	Basic Salary	3,469.50	
01.05.2025 - 31.05.2025	31		3,469.50
01.06.2025 - 30.06.2025	4		462.60
Allowance	No. of Days		
Service Allowance - May	31	1,156.50	1,156.50
Service Allowance - Jun	4	1,156.50	154.20
Professional Allowance - May	31	1,079.40	1,079.40
Professional Allowance - Jun	4	1,079.40	143.92
Delivery Allowance - Apr			-
Delivery Allowance - May			-
Safety Store Allowance - May			-
Safety Store Allowance - Jun			-
Long Term Allowance - May	31	1,000.00	1,000.00
Long Term Allowance - Jun	4	1,000.00	133.33
Phone Allowance - Mar			-
Phone Allowance - Apr			-
Attendance Allowance - May	31	386.00	386.00
Attendance Allowance - Jun	4	386.00	51.47
Salary Areas			-
OT Tea Money			-
Over Time - May		480.00	480.00
Over Time - Jun			-
Deductions			-
Water Deduction			-
Ticket Money			-
MVR			-
Medical - May			-
Food & Tea Allowance - Jun	25	2,000.00	1,666.67
PETROL ALLOWANCE			-
PHONE ALLOWANCE			-
PPE's cost			-
Work Permit Fee			-
Work Permit Fee			-
Phone			-
		1,666.67	8,516.92
MVR		6,850.00	

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.

MOHAMMED KHOKAN
1702

Signature

PREPARED BY:
HR OFFICER

CHECKED BY:
HR MANAGER

CHECKED BY:
CFO/ACCOUNTANT

APPROVED BY:
CHAIRMAN/MD/DIRECTOR



4/6/2025

