

DEPARTURE SHEET

Date 24-Mar-25

Reason

ANNUAL LEAVE

Wages for Mar 2025

Joined Date: 02-Mar-2024

Departure Date: 29-Mar-2025

Leave End Date: 21-Apr-2025

SURIYA BANDARAATHTHANAYAKE DISSANAYAKE MUDIYANSELAGE		PP#: N11167697	
Reg No 4706		Designation: DRAFTSMAN	
DESCRIPTION		Nationality: SRI LANKAN	
		DR	CR
Wages for			
01.02.2025 - 28.02.2025		Basic Salary	600.00
01.03.2025 - 31.03.2025		31	600.00
Allowance		No. of Days	
Service Allowance - Feb			-
Service Allowance - Mar			-
Professional Allowance - Feb			-
Professional Allowance - Mar			-
Island Allowance - Feb			-
Island Allowance - Mar			-
Safety/Store Allowance - Feb			-
Safety/Store Allowance - Mar			-
Long Term Allowance - Feb			-
Long Term Allowance - Mar			-
Phone Allowance - Feb			-
Phone Allowance - Mar			-
Attendance Allowance - Feb			-
Attendance Allowance - Mar			-
OT Areas			-
Over Time - Feb			-
Over Time - Mar			-
Petrol			-
Deductions			
Absent/No Pay Oct			
Salary Advance			
Medical - Feb			
Medical - Mar			
Food & Tea Allowance - Mar			
Insurance			
WP Medical Fee			
PPE's cost			
Work Permit Fee			
Phone			
		0.00	600.00
		USD	600.00

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.

BANDARAATHTHANAYAKE DISSANAYAKE MUDIYANSELAGE
4706

Signature

PREPARED BY:
HR OFFICER



CHECKED BY:
HR MANAGER

Out 29/3/2025

CHECKED BY:
CFO/ACCOUNTANT

29/03/2025

APPROVED BY:
CHAIRMAN/MD/DIRECTOR

