

DEPARTURE SHEET

Date 20-May-25

Reason ANNUAL LEAVE

Wages for April & May 2025

Joined Date: 04-Jan-2023

Leave Start Date: 21-May-2025



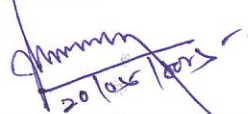
Leave End Date: 04-Sep-2025

MD MIZANUR RAHAMAN		PP#: A14288732	
Reg No 1418		Designation: WELDER	
DESCRIPTION		Nationality: BANGLADESHI	
		DR	CR
Wages for	Basic Salary	3,855.00	
01.04.2025 - 30.04.2025	30		3,855.00
01.05.2025 - 31.05.2025	20		2,487.10
Allowance	No. of Days		
Service Allowance - Apr	30	1,156.50	1,156.50
Service Allowance - May	20	1,156.50	746.13
Professional Allowance - Apr	30	771.00	771.00
Professional Allowance - May	20	771.00	497.42
Pump Brick Batching Allowance - Apr			-
Pump Brick Batching Allowance - May			-
Other Fixed Allowance - Apr			-
Other Fixed Allowance - May			-
Long Term Allowance - Apr	30	1,250.00	1,250.00
Long Term Allowance - May	20	1,250.00	806.45
Phone Allowance - Mar			-
Phone Allowance - Apr			-
Attendance Allowance - Apr	30	386.00	386.00
Attendance Allowance - May	20	386.00	249.03
Salary Areas			-
OT Tea Money			-
Over Time - Apr		104.00	104.00
Over Time - May		192.00	192.00
Deductions			
Water Deduction			-
Salary Advance			-
Medical - April			-
Medical - May			-
Food & Tea Allowance - May	10	2,000.00	645.16
Phone Allowance			-
Petrol Allowance			-
WP Medical Fee			-
PPE's cost			-
Work Permit Fee			-
Phone			-
		645.16	12,500.63
	MVR	11,855.00	

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.

MD MIZANUR RAHAMAN
1418

Signature

PREPARED BY: HR OFFICER 	CHECKED BY: HR MANAGER  20/5/2025	CHECKED BY: CFO/ACCOUNTANT  20/05/2025	APPROVED BY: CHAIRMAN/MD/DIRECTOR
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