

DEPARTURE SHEET

Date 12-Mar-25

Reason

ANNUAL + EMERGENCY LEAVE

Wages for Feb & March 2025

Joined Date: 29-Oct-2021

Departure Date: 14-Mar-2025

Leave End Date: 02-May-2025

SHIBIN EDACHERRY		PP#: V2216144	
Reg No 3251		Designation: ASSISTANT IT MANAGER	
Nationality: INDIAN			
DESCRIPTION		DR	CR
Wages for	Basic Salary	800.00	
01.02.2025 - 28.02.2025	28		800.00
01.03.2025 - 31.03.2025	31		800.00
Allowance	No. of Days		
Service Allowance - Feb	28	200.00	200.00
Service Allowance - Mar	31	200.00	200.00
Professional Allowance - Mar			-
Brick and Batching Plant Allowance - Feb			-
Brick and Batching Plant Allowance - Mar			-
Attendance Allowance - Mar	31	100.00	100.00
OT Areas			-
Over Time - JAN			-
Over Time - FEB			-
Petrol			-
Deductions			-
Absent/No Pay Oct			
Salary Advance			
Medical - Feb			
April OT deduction			
Phone Allowance			
Food & Tea Allowance			
Insurance			
WP Medical Fee			
PPE's cost			
Work Permit Fee			
Phone			
		0.00	2,100.00

USD

2,100.00

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.

SHIBIN EDACHERRY
3251

Signature

PREPARED BY:
HR OFFICERCHECKED BY:
HR MANAGER
12/3/2025CHECKED BY:
CFO/ACCOUNTANT
12/03/2025APPROVED BY:
CHAIRMAN/MD/DIRECTOR

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Reg No 3251		Desigantion: ASSISTANT IT MANANGER	
Nationality: INDIAN			
DESCRIPTION		DR	CR
Wages for	Basic Salary		
01.02.2025 - 28.02.2025			-
01.03.2025 - 31.03.2025			-
Allowance	No. of Days		
Service Allowance - Feb			-
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			-
Deductions			
Absent/No Pay Oct			
Salary Advance			
Medical - Feb			
Ticket Change Fee	\$ 70.00	15.42	1079.40
Phone Allowance			
Food & Tea Allowance	17	2,000.00	1,096.77 \
Petrol Allowance	17	150.00	82.26 \
Phone Allowance	17	100.00	54.84 \
PPE's cost			
Work Permit Fee			
Phone			
		2,313.27	0.00





MVR

(2,313.00)

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SHIBIN EDACHERRY
3251

Signature

PREPARED BY: HR OFFICER 	CHECKED BY: HR MANAGER  12/3/2025	CHECKED BY: CFO/ACCOUNTANT  12/03/2025	APPROVED BY: CHAIRMAN/MD/DIRECTOR 
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