

DEPARTURE SHEET

Date 25-May-25

Reason Annual Leave

Wages for April & May 2025

Joined Date: 05-Apr-2008

Leave Start Date: 26-May-2025

Leave End Date: 30-Jun-2025

UMESH KUMAR		PP#: C9202114	
Reg No 3044		Designation: BARBENDER	
		Nationality: BANGLADESHI	
DESCRIPTION		DR	CR
Wages for	Basic Salary	3,855.00	
01.04.2025 - 30.04.2025			-
01.05.2025 - 31.05.2025	18		2,238.39
Allowance	No. of Days		
Service Allowance - Apr			-
Service Allowance - May	18	1,542.00	895.35
Professional Allowance - Apr			-
Professional Allowance - May			-
Delivery Allowance - Apr			-
Delivery Allowance - May			-
Safety Store Allowance - Apr			-
Safety Store Allowance - May			-
Long Term Allowance - Apr			-
Long Term Allowance - May			-
Phone Allowance - Mar			-
Phone Allowance - Apr			-
Attendance Allowance - Apr			-
Attendance Allowance - May	18	386.00	224.13
Salary Areas			-
OT Tea Money			-
Over Time - Apr			-
Over Time - May			-
Deductions			
Water Deduction			-
Salary Advance			-
Medical - April			43.00
Medical - May			-
Food & Tea Allowance - May	5	2,000.00	322.58
Phone Allowance			-
Petrol Allowance			-
WP Medical Fee			-
PPE's cost			-
Work Permit Fee			-
Phone			-
		365.58	3,357.87

MVR 2,992.00

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.

UMESH KUMAR
3044

Signature

PREPARED BY:
HR OFFICERCHECKED BY:
HR MANAGER
25/5/2025CHECKED BY:
CFO/ACCOUNTANT
25/05/2025APPROVED BY:
CHAIRMAN/MD/DIRECTOR