

DEPARTURE SHEET

Date 17-Mar-25

Reason ANNUAL LEAVE

Wages for March 2025

Joining Date: 21-Mar-2002

Departure Date: 19-Mar-2025





Leave End Date: 17-Jun-2025

MOMEN		PP#: A05854998	
Reg No 1032		Designation: SUPERVISOR	
DESCRIPTION		Nationality: BANGLADESHI	
		DR	CR
Wages for	Basic Salary	7,710.00	
01.02.2025 - 28.02.2025			
01.03.2025 - 31.03.2025	18		4,476.77
Allowance	No. of Days		
Service Allowance - Feb			
Service Allowance - Mar	18	3,282.16	1,905.77
Professional Allowance - Feb			
Professional Allowance - Mar	18	3,161.10	1,835.48
Island Allowance - Feb			
Island Allowance - Mar	17	500.00	274.19
Safety/Store Allowance - Feb			
Safety/Store Allowance - Mar	18	500.00	290.32
Long Term Allowance - Feb			
Long Term Allowance - Mar	18	1,500.00	870.97
Phone Allowance - Feb			
Phone Allowance - Mar	18	150.00	87.10
Attendance Allowance - Feb			
Attendance Allowance - Mar	18	771.00	447.68
OT Areas			
Over Time - Feb			
Over Time - Mar			
Petrol			
Deductions			
Absent/No Pay Oct			
Salary Advance			
Medical - Feb			
April OT deduction			
Phone Allowance			
Food & Tea Allowance	12	2,000.00	774.19
Insurance			
WP Medical Fee			
PPE's cost			
Work Permit Fee			
Phone			
		774.19	10,188.28
	MVR	9,414.00	

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.

MOMEN
1032

Signature

PREPARED BY: HR OFFICER 	CHECKED BY: HR MANAGER 	CHECKED BY: CFO/ACCOUNTANT 	APPROVED BY: CHAIRMAN/MD/DIRECTOR 
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