**[E m p l o y e r N a m e ] [Date: \*\*/\*\*/\*\*\*\*]**

**[Name of Employee] [Designation & Department]**

**[Joining date] [Confirmation date] [Total working days in month]**

**Salary Slip For the month of ---------------------**

|  |  |
| --- | --- |
| **Total Earnings** | **Total Deductions** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Basic Salary** | **\*\*\*\*\*\*\*\*** | **Income Tax** | **\*\*\*\*\*\*\*\*** |
| **House Rent Allowance** | **\*\*\*\*\*\*\*\*** | **Professional Tax** | **\*\*\*\*\*\*\*\*** |
| **Conveyance** | **\*\*\*\*\*\*\*\*** | **Provident Fund** | **\*\*\*\*\*\*\*\*** |
| **Utilities Allowance** | **\*\*\*\*\*\*\*\*** | **Personal Loan** | **\*\*\*\*\*\*\*\*** |
| **Bonus** | **\*\*\*\*\*\*\*\*** | **Other Loan** | **\*\*\*\*\*\*\*\*** |
| **Total Basic Salary** | **\*\*\*\*\*\*\*\*** | **Gross Deductions** | **\*\*\*\*\*\*\*\*** |
| **Education Allowance** | **\*\*\*\*\*\*\*\*** | **Advance salary** | **\*\*\*\*\*\*\*\*** |
| **Fuel** | **\*\*\*\*\*\*\*\*** | **Deduction against Leave** | **\*\*\*\*\*\*\*\*** |
| **Leave Encashment** | **\*\*\*\*\*\*\*\*** | **EOBD (Employee Old Age Benefit Deduction)** | **\*\*\*\*\*\*\*\*** |
| **Car Allowance** | **\*\*\*\*\*\*\*\*** | **Other Deductions** | **\*\*\*\*\*\*\*\*** |
| **Maintenance Allowance** | **\*\*\*\*\*\*\*\*** |  |  |
| **Incentive / Commission** | **\*\*\*\*\*\*\*\*** |  |  |
| **Reimbursement** | **\*\*\*\*\*\*\*\*** |  |  |
| **Other Allowances** | **\*\*\*\*\*\*\*\*** |  |  |
| **Advance against Salary** | **\*\*\*\*\*\*\*\*** |  |  |
| **Cash salary / incentive** | **\*\*\*\*\*\*\*\*** |  |  |
| **Total Salary** | **\*\*\*\*\*\*\*\*** | **Total Deductions** | **\*\*\*\*\*\*\*\*** |

* **Facilities provided by employer-------------------------------------------------**

|  |  |
| --- | --- |
| **Net Amount Transfer to account (Total Earnings – Total Deductions)  *(Bank Account No. (\*\*\*.\*\*\*\*\*\*\*\*/\*\*)*** | **\*\*\*\*\*\*\*\*** |

* **Note: -----------------------------------------------------------------------------------**

|  |  |
| --- | --- |
| **Provident fund Balance** |  |
| **Loan Amount** |  |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Employee Sign) (Account Manager Sign) (H R Manager Sign)**