**[Name of Organization]**

**[Name & Title------------------------------------------]**

**[Pay Days----------] [Pay Month ---------------------]**

**Payroll Earnings Amount Payroll Deductions Amount**

|  |  |  |  |
| --- | --- | --- | --- |
| 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** | **………………** |

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

**[Important Note]**

* -----------------------------------------------------------------------------------
* -----------------------------------------------------------------------------------

------------------------------------------ ------------------------------------------ Prepared by Checked by

 **[Address & Contact No. of Organization]**