Salary Slip Format

**[Name of Employer]** [Date: \*\*/\*\*/\*\*\*\*]

[Name of Employee] [Designation & Department]

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

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

|  |  |
| --- | --- |
| Total Earnings (A) | Total Deductions (B) |

|  |  |  |  |
| --- | --- | --- | --- |
| 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)