

Salary Sheet/ Final Balance

Name :	Employee
Department :	Engineering
Designation :	Director
Date of Joining :	01-Jan-2019
Basic Salary :	15,300
House Rent:	5,000
Car Allowance:	1,200
Medical Allowance:	1,000
Conveyance:	2,500
Net salary :	25,000
Taxable salary :	15,300
Income tax to pay for the month :	0
Company tax deduction :	0
Employee tax payable:	0
Provident Fund :	500
Absence Amount :	1,667
Net salary to be paid :	19,500
Total income tax deducted for the financial year :	268,973

No. :	1
Month :	March 2024
Date :	06-Apr-2024
Number of working days :	6
Number of day worked in the month :	4
Unjustified absence :	1
Per day salary :	1,666
Salary Deduction for Late Attendance :	2
Earn Leave :	1
Sick Leave :	5
Casual Leave :	3

Adminstrator Signature ...

Date ...

Employee Signature ...