

Q1. Given below are the amounts of Basic Salary, TA (Traveling Allowance) and CCA (City Compensatory Allowance) to be paid to the three category employees of a company along with various rates at which different items are to be calculated. Prepare a generalised pay roll statement in the given format for the month of MARCH, 2018. (Use IF condition for TA, HRA and CCA).

NAME	CAT	BASIC	DP	DA	HRA	TA	CCA	GROSS	GPF	TAX	NET
Ajay	A										
Sanchi	B										
David	C										
Farhan	A										
Jagat	B										
Kanishka	C										

CAT	BASIC	TA	CCA
A	25000	5000	1000
B	20000	4000	800
C	15000	3000	500

DP	35% OF BASIC	GPF	20% OF GROSS
DA	71% OF (BASIC+DP)	TAX	8% OF GROSS
HRA	40% OF (BASIC+DP)		

Q2. Prepare a generalized worksheet to produce a Payroll statement for month of april for ABC ltd. The company has are 5 employees. Payroll statement has the following headings –Emp ID, Name of the employee, Seniority level, Basic pay, Grade pay, D.A.,H.R.A, gross salary, PF, Income Tax and Net salary.

Computations of these heads are based on the following information:

1. Gross salary is total of an employees's basic pay, grade pay, D.A. and H.R.A.
2. Grade pay is Rs. 10,000 if seniority level is A, Rs.7000 if seniority level is B and Rs. 5000 for level C.
3. DA is calculated @123% of basic for basic upto rs. 40,000 and @ 110% if basic exceeds 40,000.
4. An employee contributes 15% of (basic+grade pay) towards PF.
5. Income tax is deducted @10% of gross salary.

6. Net salary is calculated after deducting PF and Income tax from gross.
7. HRA is paid @30% of basic salary.

(Use IF condition for grade pay and DA)

The format of table and relevant details are as follows:

Salary Statement										
ID	NameOfEmployee	Seniority level	BasicPay	Grade pay	DA	HRA	GROSS PAY	PF	TAX	NET SALARY
1	Prakash	A	Rs.50,000.00							
2	Beena	B	Rs.38,000.00							
3	Arpan	C	Rs.63,000.00							
4	Yashika	A	Rs.25,000.00							
5	Ruhi	B	Rs.16,000.00							

Q3. Prepare a Payroll Sheet (for 6 employees of a company named A, B, C ,D,E and F) using MS Excel showing various components of salary, gross salary, deductions and net salary etc. from the following details:-

i. *Basic Salary:*

Basic Salary of A is Rs. 5,000.

The Basic Salary of B is double that of A.

The Basic Salary of C is 50,000

The Basic Salary of D is 30,000

The Basic Salary of E is 44,000

The Basic Salary of F is half of that of C

ii. Dearness allowance is paid @ rate of 40% of Basic salary subject to a maximum of 8400.

iii. Transport allowance (TA) is 1000 and 2000 for category X and category Y employees. Categories X covers those employees having basic salary plus dearness allowance of Rs. 50,000 or more. Other employees are covered in Category Y.

iv. HRA is computed on the basis of following info:

Basic pay

HRA

