



Salary letter

Signature of employee: _____

This is to certify that Mr. / Mrs. _____ S/o /
D/o / W/o Mr. _____ residing at _____
_____ whose
signature appears above is a permanent employee of _____
_____ (name of
department / institution) and he/she has drawn Pay and Allowances are as follows for the
month of _____ (month and year):

GROSS SALARY (Rs.)		DEDUCTIONS (Rs.)	
Basic Pay		EPF	
DA		Insurance	
HRA		Home loan	
Medical Allowance		Car loan	
Others / Misc		Others / Misc	
Gross Salary (1)		Total Deduction (2)	
NET SALARY (1-2) = Rs. _____ (Net Salary Rupees _____ Only)			

Date of birth : _____
Date of joining in the present employment : _____
Present designation : _____
Date of retirement : _____
This salary certificate issued for : _____

For _____

Signature and Designation of Officer Authorised

Place:

Date:

Office Stamp:

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