LIN

SALARY SLIP

For the month of [month and year]

Employee name	Employee ID	Father's, mother's or spouse's name	Designation
Department	Date of joining	PAN	UAN
ESI number	Bank and account no.	Tax regime	Pay date
Days in month	Days paid	Leave without pay	Overtime hours

Earnings	Amount (₹)	Deductions	Amount (₹)
Basic salary		Employee PF (12%)	
Dearness allowance		Employee ESI (0.75%)	
House rent allowance		Professional Tax	
Conveyance allowance		Income tax (TDS)	
Special allowance		Labour welfare fund	
Overtime		Loan or advance recovery	
Arrears or bonus		Other deductions	
Total			

Net pay

Gross earnings (total of earnings above)	
Total deductions (total of deductions above)	
Net pay (gross earnings less total deductions)	

Net pay in words	Employer PF paid on your behalf (not deducted)

Notes

PF is worked out on basic salary and dearness allowance, up to the ₹25,000 ceiling unless both employer and employee have opted to contribute on higher wages. ESI applies only where gross wages are ₹21,000 a month or less. Income tax is deducted under Section 392 of the Income-tax Act, 2025 on the estimated income for the year, and shown in Form 130 (formerly Form 16).

Employee

For the employer, pay-in-charge