

Your Company Logo

Basic Salary Certificate

The salary and other relevant particulars in respect of (Name) (Designation) (Department/Office) are certified, as furnished, below:

Date of birth: (employee's date of birth)

Date of entry into service:(employee's start date of the present job).....

Date of retirement:(employee's retirement date).....

Scale of pay:(employee's present pay scale).....

Monthly Earnings (Rs.)

Basic pay: ... (employee's basic pay)...

special pay: ... (employee's special pay)...

Dearness Allowance: ... (employee's DA)...

HRA: ... (employee's HRA)...

CCM: ... (employee's CCM)...

Interim Relief: ... (employee's IR)...

Other Allowance: ... (employee's other pay)...

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Total Rs.:

Monthly Deductions Recoveries (Rs.)

PF Subscription: (employee's PF subscription) ...

PF Loan: ... (employee's PF loan) ...

LIC: ... (employee's insurance premiums) ...

Welfare fund subscription: ... (employee's Welfare fund subscription) ...

Welfare fund loan: ... (employee's Welfare fund loan) ...

MCA: ... (employee's MCA) ...

HBA/Rent and water charges: ... (employee's HBA/Rent and water charges) ...

Co-op. Society:

