

Acme Industries Ltd.

123 Market Road, City, Country | +123-456-7890

Salary Payment Voucher

Voucher No.: SL2024/0621

Date: 21-Jun-2024

Department: Finance

Employee Name: John Doe

Employee ID: EMP00542

Designation: Senior Accountant

Earnings	Amount	Deductions	Amount
Basic Salary	35,000	Tax Deducted at Source	2,200
House Rent Allowance	12,000	Provident Fund	1,800
Conveyance	2,000	Professional Tax	200
Other Allowances	1,500		

Total Earnings	50,500
Total Deductions	4,200
Net Salary Payable	46,300

Amount (in words): Forty Six Thousand Three Hundred Only

Prepared By

Approved By

Received By (Employee)

Important Notes:

- This document serves as an official record of salary payment.
- Ensure all details (amounts, employee info, allowances) are accurate.
- Retain a signed copy for both employer and employee records.
- Any corrections should be countersigned and appropriately documented.
- This voucher may be required for audit or compliance purposes.