

Salary Payment Order

Month: _____ Year: _____

Department/Office: _____

Salary Payment Order No.: _____

Date: ____ / ____ / ____

Employee Name	Employee ID	Designation	Basic Salary	Allowances	Deductions	Net Amount	Bank Account No.
John Doe	EMP001	Manager	40,000	5,000	2,000	43,000	1234567890
Jane Smith	EMP002	Accountant	30,000	4,000	1,500	32,500	0987654321

Total Amount (in words): _____

Prepared By

Checked By

Authorized By

Important Notes:

- Ensure all employee details are accurate before processing salary.
- All deductions and allowances must be verified with valid documents.
- This document is confidential and for official use only.
- Signatures of all responsible officers are mandatory for authorization.
- Retain a copy of this order for future audits and reference.