

Consolidated Payroll Register

for Monthly Wages

Company Name: ABC Manufacturing Ltd.

Month: June 2024

Department: All

Sr. No.	Employee ID	Name	Designation	Days Present	Basic Salary (₹)	Allowances (₹)	Gross Pay (₹)	Deductions (₹)	Net Salary (₹)	Signature
1	EMP001	Naveen Kumar	Supervisor	26	25,000	4,000	29,000	2,000	27,000	
2	EMP002	Pooja Singh	Operator	25	16,000	2,500	18,500	1,200	17,300	
3	EMP003	Akash Mehta	Technician	27	20,000	3,000	23,000	1,500	21,500	
4	EMP004	Shruti Patel	Clerk	24	13,500	1,800	15,300	1,100	14,200	
Total					74,500	11,300	85,800	5,800	80,000	

Prepared by: _____ Date: _____

Checked by: _____ Date: _____

Important Notes

- This register should be prepared and maintained monthly for all employees receiving wages.
- All entries must be verified and signed before wage disbursement.
- Deductions should clearly mention statutory (PF, ESI, Tax) and other deductions.
- Preserve payroll records as per statutory requirements for future inspections.
- Ensure employee acknowledgment/signature after receiving wages each month.