

Employee-wise Wage Distribution Pay Sheet

For the Month of June 2024

S. No.	Employee Name	Employee ID	Designation	Days Worked	Basic Pay (â‚¹)	Allowances (â‚¹)	Deductions (â‚¹)	Net Pay (â‚¹)	Signature / Thumb Impression
1	Ravi Kumar	EMP001	Operator	26	15,000	2,000	1,200	15,800	
2	Shalini Verma	EMP002	Supervisor	25	18,500	2,800	1,500	19,800	
3	Pradeep Singh	EMP003	Helper	24	12,000	1,200	800	12,400	
4	Asha Nair	EMP004	Clerk	26	14,000	1,600	1,000	14,600	
5	Suresh Patil	EMP005	Attendant	26	10,000	1,000	600	10,400	

Important Notes:

- This pay sheet must be signed or thumb-marked by every employee upon receipt of payment.
- Ensure all figures and calculations are verified before distribution.
- Retain the signed copy for statutory record-keeping as per company policy.
- Any discrepancies must be reported to the accounts or HR department immediately.
- Deductions include statutory and authorized adjustments only.