

Payroll ESI Deduction Register

For the Month of: _____ | Establishment: _____

S.No	Employee Code	Employee Name	Designation	ESI No.	No. of Working Days	Gross Wages (₹)	Employee ESI Deduction (0.75%) (₹)	Employer ESI Contribution (3.25%) (₹)	Remarks
1	EMP001	Anil Kumar	Operator	1234567890	26	15,000	113	488	
2	EMP002	Ritu Sharma	Supervisor	0987654321	24	17,000	128	553	
3	EMP003	Sunil Singh	Helper	1122334455	25	12,500	94	406	
						Total	44,500	335	1,447

Important Notes:

- This register must be maintained monthly for all employees eligible for ESI deductions.
- Ensure ESI numbers and deductions are accurately entered as per statutory rates.
- The register should be updated regularly and is subject to statutory audits.
- Keep supporting documents like salary sheets and ESI challans for cross-verification.
- Retain this document for at least 5 years as per compliance requirements.