

# Segregated Allowance Payroll Register

Payroll Period: \_\_\_\_\_

Department/Section: \_\_\_\_\_

Sr. No.	Employee ID	Employee Name	Designation	Allowances			Gross Allowance	Remarks
				HRA	Transport	Medical		
1	EMP001	Jane Doe	Manager	6,000	2,000	1,500	9,500	
2	EMP002	John Smith	Executive	4,800	1,600	900	7,300	
3	EMP003	Alice Lee	Assistant	3,000	1,000	800	4,800	
Total				13,800	4,600	3,200	21,600	

## Important Notes

- This register is maintained to provide a detailed segregation of various allowances paid to employees, separately from basic salary.
- Proper documentation ensures compliance with organizational policies and statutory requirements.
- All figures should be cross-verified to ensure accuracy before any payroll disbursement.
- Any corrections or adjustments must be properly authorized and documented in the remarks section.