Payroll Deduction Register

Government Department/Agency: _____

Month/Year: _____
Prepared by: _____
Date: _____

S.No.	Employee Name	Employee ID	Designation	Basic Pay	Total Earnings	GPF	GIS	Income Tax	Loan Recovery	Other Deductions	Total Deductions	Net Payable	Signature
1	John Doe	EMP1234	Accountant	45,000	52,000	4,000	500	1,200	2,500	300	8,500	43,500	
2	Jane Smith	EMP5678	Clerk	32,000	37,200	3,000	400	700	1,500	0	5,600	31,600	
3	Amit Kumar	EMP8989	Supervisor	38,000	42,800	3,500	450	850	1,000	200	6,000	36,800	
	Totals				**132,000**	**10,500**	**1,350**	**2,750**	**5,000**	**500**	**20,100**	**111,900**	

Important Notes

- This register must be maintained accurately for each pay period for all government employees.
- All deductions should be verified with relevant supporting documents and approval orders.
- Employee signatures are mandatory to acknowledge their deductions as per the register.
- The register is subject to periodic audit and review by competent authorities.
- Any errors or discrepancies must be reported and rectified immediately.