

STANDARD PAYMENT VOUCHER

for Salary Disbursement

Voucher No.: _____

Date: _____ / _____ / _____

Department: _____

Employee Name: _____

Employee ID: _____

Designation: _____

Salary Details

| Description | Amount (Rs.) |
|----------------------|--------------|
| Basic Salary | _____ |
| Allowances | _____ |
| Deductions | _____ |
| Total Payable | _____ |

Payment Method

Mode of Payment: Cash / Cheque / Bank Transfer Account Number: _____

Purpose / Remarks

Prepared By
(Name & Signature)

Approved By
(Name & Signature)

Received By
(Employee Signature)

Important Notes:

- This payment voucher serves as official proof of salary disbursement and must be properly authorized.
- Ensure all details are correct and supporting documents are attached where applicable.
- Employee's signature is mandatory as acknowledgement of receipt.
- Keep this document for record-keeping and auditing purposes.