

ABC InfoTech Pvt. Ltd.

123 Business Avenue, Tech Park Road  
Cityname, State, 123456  
GSTIN: 29AACCA1234G1Z5 | CIN: U12345KA2010PTC123456



Payslip for the Month of May 2024

Employee Name	Rahul Sharma	Employee Code	EMP01234
Designation	Senior Software Engineer	Department	Technology
Date of Joining	05-Apr-2018	PAN	AGDPS9876W
Bank Account	xxxxxx0212	Work Location	Head Office

Earnings & Deductions

Earnings	Amount (INR)
Basic Salary	55,000
House Rent Allowance	22,000
Special Allowance	10,000
Leave Encashment	7,300
Total Earnings	94,300

Deductions	Amount (INR)
Provident Fund	3,600
Professional Tax	200
Income Tax (TDS)	6,200
Other Deductions	0
Total Deductions	10,000

Net Payable (INR)	84,300
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Leave Encashment Details

Leave Type	Opening Balance	Leaves Availed	Leaves Encashed	Closing Balance	Encashment Amount (INR)
Earned Leave	18	5	6	7	7,300

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Casual Leave	8	3	0	5	0
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**Important Notes:**

- Leave encashment is processed as per the company policy and only for eligible leave balance.
- Tax is deducted at source on leave encashment as applicable under Income Tax Act.
- Employees are advised to review their leave balances and encashment details regularly.
- This document serves as an official payslip and a record of leave encashment for the stated month.
- For discrepancies, contact the HR/Payroll department within 7 days of receiving this payslip.