

Monthly Tax Deduction Summary Sheet

Organization: ABC Corporation Pvt. Ltd.
Month: June 2024
Prepared by: Finance Dept.
Date Prepared: 03/07/2024
Location: Main Office
Sheet No.: 006

Employee Name	Employee ID	Department	Gross Salary (INR)	Taxable Income (INR)	Tax Deducted (INR)	Remarks
Rahul Kumar	EMP101	Finance	85,000	78,000	8,400	
Neha Gupta	EMP102	HR	60,000	54,000	5,600	
Ajay Singh	EMP103	IT	75,000	69,000	7,200	
Sunita Das	EMP104	Sales	55,000	50,000	4,800	Leave adjustment
Total			2,75,000	2,51,000	26,000	

Important Notes:

- This summary consolidates all employees' monthly tax deductions for the stated period.
- Ensure all data entries are verified before finalizing the summary sheet.
- Retain this document for audit and compliance requirements.
- Any corrections should be documented and authorized by the finance department.