MONTHLY SALARY CERTIFICATE

(Company’ s Letter Head)

This is to certify that Mr./Ms. S/o / D/o PAN No.

 is employed with this company since (DD/MM/YYYY). He/She is working serving as (Write here designation of employee). Currently he/she is drawing monthly salary (NR) as per following breakup.

|  |  |  |
| --- | --- | --- |
| Salary Structure | Amount | Mode of payment Cash/ Bank Transfer/kind |
| Basic Pay |  |  |
| House Rent |  |  |
| Other perquisites, if any |  |  |
| Gross salary |  |  |
| Deductions |  |  |
| Income Tax (TDS to deducted) |  |  |
| Professional Tax |  |  |
| Total |  |  |
| Net payable Salary |  |  |
| (In words) |  |

For and on behalf of (Company’s Name here)

(Signature with Company Seal)

1. Proportionate portion of emoluments to be paid annually on a later date may not be included in monthly salary certificate.
2. Flexi/variable allowance, if any, shown should be elaborated and the minimum assured allowance to be paid may only be reflected and not the maximum possible allowance.