Sample Payroll Auto Email

Payroll Voucher

No. : **3** Dated : **1-Sep-2017**

Particulars			Amount
Primary Cost Category			***1,49,450.67 Dr***
Ashik Pokherel		***23,800.00 Dr***	
Basic Salary	20,000.00 Dr		
ART\PF	4,000.00 Dr		
SOCAIL SECURITY CONTRIBUTION	200.00 Cr		
Babita Khadaka		***32,750.00 Dr***	
Basic Salary	25,000.00 Dr		
Festival Allowance	3,000.00 Dr		
ART\PF	5,000.00 Dr		
SOCAIL SECURITY CONTRIBUTION	250.00 Cr		
Binita Sharma		***32,750.00 Dr***	
Basic Salary	25,000.00 Dr		
Festival Allowance	3,000.00 Dr		
ART\PF	5,000.00 Dr		
SOCAIL SECURITY CONTRIBUTION	250.00 Cr		
Sagir Ansari		***27,900.67 Dr***	
Basic Salary	39,925.00 Dr		
Festival Allowance	1,250.00 Dr		
PF	3,992.50 Dr		
P|F Deduction	7,985.00 Cr		
CIT	9,000.00 Cr		
Tax	281.83 Cr		
Sunita Sharma		***32,250.00 Dr***	
Basic Salary	25,000.00 Dr		
Festival Allowance	2,500.00 Dr		
ART\PF	5,000.00 Dr		
SOCAIL SECURITY CONTRIBUTION	250.00 Cr		

Through :

Cash

(Pay Period : 1-Sep-2017 to 30-Sep-2017 ,Computed tax based on :)

On Account of :

Pay Period : 1-Sep-2017 to 30-Sep-2017 ,Computed tax based on :

Amount (in words) :

Nepalese Rupee One Lakh Forty Nine Thousand Four Hundred Fifty and Sixty Seven paisa Only **NRs 1,49,450.67**

Authorised Signatory

Prepared by Checked by Verified by

Sample Payroll Auto Email

Pay Sheet

16-Jul-2017 to 31-Mar-2018

P a r t i c u l a r s	**Bank Name**	**Account Number**	*ART\PF*	Basic Salary	*Festival Allowance*	PF	**Total Earnings**
Primary Cost Category			53,000.00	5,22,850.00	49,250.00	22,385.00	**6,47,485.00**
Accountant			45,000.00	2,25,000.00	25,500.00		**2,95,500.00**
Babita Khadaka			15,000.00	75,000.00	9,000.00		**99,000.00**
Binita Sharma			15,000.00	75,000.00	9,000.00		**99,000.00**
Sunita Sharma			15,000.00	75,000.00	7,500.00		**97,500.00**
Support			8,000.00	2,63,850.00	6,250.00	22,385.00	**3,00,485.00**
Ashik Pokherel			8,000.00	40,000.00			**48,000.00**
Sagir Ansari	KUMARI BANK	10002348		2,23,850.00	6,250.00	22,385.00	**2,52,485.00**
Rabin Krishna Shrestha				34,000.00	17,500.00		**51,500.00**
Grand Total			**53,000.00**	**5,22,850.00**	**49,250.00**	**22,385.00**	**6,47,485.00**

Sample Payroll Auto Email

Pay Sheet

16-Jul-2017 to 31-Mar-2018

P a r t i c u l a r s	CIT	*INCOME TAX*	P|F Deduction	*SOCAIL SECURITY CONTRIBUTION*	Tax	*Tax1*	**Total Deductions**
Primary Cost Category	62,900.00		44,770.00	2,650.00	16,777.16	5,325.00	**1,32,422.16**
Accountant	1,900.00			2,250.00	261.00		**4,411.00**
Babita Khadaka	1,900.00			750.00	261.00		**2,911.00**
Binita Sharma				750.00			**750.00**
Sunita Sharma				750.00			**750.00**
Support	45,000.00		44,770.00	400.00	16,516.16		**1,06,686.16**
Ashik Pokherel				400.00			**400.00**
Sagir Ansari	45,000.00		44,770.00		16,516.16		**1,06,286.16**
Rabin Krishna Shrestha	16,000.00					5,325.00	**21,325.00**
Grand Total	**62,900.00**		**44,770.00**	**2,650.00**	**16,777.16**	**5,325.00**	**1,32,422.16**

Sample Payroll Auto Email

Pay Sheet

16-Jul-2017 to 31-Mar-2018

P a r t i c u l a r s	Net Amount
Primary Cost Category	**5,15,062.84**
Accountant	**2,91,089.00**
Babita Khadaka	**96,089.00**
Binita Sharma	**98,250.00**
Sunita Sharma	**96,750.00**
Support	**1,93,798.84**
Ashik Pokherel	**47,600.00**
Sagir Ansari	**1,46,198.84**
Rabin Krishna Shrestha	**30,175.00**
Grand Total	**5,15,062.84**

For all employees **1-Jul-2017 to 1-Apr-2018**

Sample Payroll Auto Email

Pay Sheet

1-Jul-2017 to 1-Apr-2018

Particulars	Bank Name	Account Number	*ART\PF*	Basic Salary	*Festival Allowance*	PF	**Total Earnings**	CIT	*INCOME TAX*	P|F Deduction	*SOCAIL SECURITY CONTRIBUTION*	Tax	*Tax1*	**Total Deductions**	**Net Amount**	**Net Amount**
Primary Cost Category			34000.00	297850.00	20750.00	12785.00	**365385.00**	27000.00		25570.00	1700.00	5881.16		**60151.16**	**305233.84**	**149450.67**
Accountant			30000.00	150000.00	17000.00		**197000.00**				1500.00			**1500.00**	**195500.00**	**97750.00**
Babita Khadaka			**10000.00**	**50000.00**	**6000.00**		**66000.00**				**500.00**			**500.00**	**65500.00**	**32750.00**
Binita Sharma			10000.00	50000.00	6000.00		**66000.00**				500.00			**500.00**	**65500.00**	**32750.00**
Sunita Sharma			10000.00	50000.00	5000.00		**65000.00**				500.00			**500.00**	**64500.00**	**32250.00**
Support			4000.00	147850.00	3750.00	12785.00	**168385.00**	27000.00		25570.00	200.00	5881.16		**58651.16**	**109733.84**	**51700.67**
Ashik Pokherel			4000.00	20000.00			**24000.00**				200.00			**200.00**	**23800.00**	**23800.00**
Sagir Ansari	KUMARI BANK	10002348		**127850.00**	**3750.00**	**12785.00**	**144385.00**	**27000.00**		**25570.00**		**5881.16**		**58451.16**	**85933.84**	**27900.67**
Grand Total			**34000.00**	**297850.00**	**20750.00**	**12785.00**	365385.00	**27000.00**		**25570.00**	**1700.00**	**5881.16**		60151.16	305233.84	**149450.67**