

**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.