# Basic Salary Certificate

The salary and other relevant particulars in respect of (Name) ......................................... (Designation) ....................................... (Department/Office) ................................. are certified, as furnished, below:

Date of birth: ..... (employee's date of birth) .....  
Date of entry into service: ......(employee's start date of the present job).....  
Date of retirement: .....(employee's retirement date)......  
Scale of pay: ......(employee's present pay scale).....

**Monthly Earnings (Rs.)**

Basic pay: ... (employee's basic pay)...  
special pay: ... (employee's special pay)...  
Dearness Allowance: ... (employee's DA)...  
HRA: ... (employee's HRA)...  
CCM: ... (employee's CCM)...  
Interim Relief: ... (employee's IR)...  
Other Allowance: ... (employee's other pay)...  
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.................. ..................  
**Total Rs.: ..................**

**Monthly Deductions Recoveries (Rs.)**

PF Subscription: .... (employee's PF subscription) ...  
PF Loan: ... (employee's PF loan) ...  
LIC: ... (employee's insurance premiums) ...  
Welfare fund subscription: ... (employee's Welfare fund subscription) ...  
Welfare fund loan: ... (employee's Welfare fund loan) ...  
MCA: ... (employee's MCA) ...  
HBA/Rent and water charges: ... (employee's HBA/Rent and water charges) ...  
Co-op. Society: