Salary Deduction Authorisation

The employee gives this authorisation; the employer acknowledges it.

Employer

LEGAL NAME

EMAIL

PHONE

Employee

FULL NAME

EMAIL

PHONE

EMPLOYEE ID

DEPARTMENT

DESIGNATION

Deduction

DEDUCTION FOR

DETAILS

AMOUNT PER MONTH (₹)

FROM (MONTH)

UNTIL

Terms

1. Total deductions from wages, including this one, will not exceed 50% of wages in any month, as the Code on Wages, 2019 requires.
2. Each deduction will appear on the payslip.
3. For voluntary deductions, the employee may stop them with one month's written notice. Loan deductions continue until the loan is repaid.
4. If employment ends, any balance owed is recovered from the full and final settlement.

Employee

SIGNATURE

PRINTED NAME

DATE

Employer

SIGNATURE

PRINTED NAME

DATE