

Payroll Arrears Adjustment Statement

For the Month of June 2024

Employee Name:	John Doe	Employee ID:	EMP123456
Department:	Finance	Designation:	Account Executive
PAN Number:	ABCDE1234F	Date of Arrears Adjustment:	15 June 2024

Description	Month(s)	Amount (INR)
Basic Salary Arrears	Jan 2024 - March 2024	15,000
HRA Arrears	Jan 2024 - March 2024	7,500
Other Allowances	March 2024	2,500
Total Arrears		25,000
Deductions (PF, LIC, etc.)	-	3,000
Net Payable		22,000

Reason for Arrears:

Revision of Basic Salary and Allowances as per new company policy effective from January 2024.

Prepared By

Approved By

Important Notes:

- This statement is provided for payroll arrears covering the mentioned period only.
- All amounts before taxes, unless specified.
- Deductions are calculated as per current company policy and statutory requirements.
- Please verify all entries; report discrepancies to Payroll within 7 working days.
- This document serves as official proof of arrears adjustment for audit purposes.