

Retroactive Pay Arrears Calculation Sheet

Employee Details

Employee Name	John Doe	Employee ID	EMP10342
Designation	Senior Analyst	Department	Finance
Pay Scale	Level 8	Date of Joining	15 Feb 2019

Arrears Period

From	01-Jan-2023	To	31-Mar-2023
Date of Pay Revision Order	10-Apr-2023		

Retroactive Pay Calculation

Month	Old Basic Salary	Revised Basic Salary	Difference	Other Allowances Difference	Total Arrears
January 2023	35,000	38,500	3,500	900	4,400
February 2023	35,000	38,500	3,500	900	4,400
March 2023	35,000	38,500	3,500	900	4,400
Grand Total Arrears					13,200

Deductions (if any)

Type of Deduction	Amount
Tax Deduction at Source (TDS)	1,200
Other	0
Total Deductions	1,200

Net Arrears Payable	12,000
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Prepared By
HR/Admin Representative

Checked By
Accounts Officer

Approved By
Authority/Manager

Important Notes

- This sheet is for calculation and approval of retroactive salary arrears only.
- Amounts are based on verified payroll records and pay revision orders.
- All tax deductions/calculations must comply with prevailing tax laws.
- Ensure managerial approval before processing final payment.
- Attach supporting documents, such as pay revision orders and related approvals.