

# ARREAR PAYMENT STATEMENT

[Company Name]  
[Company Address Line 1]  
[Company Address Line 2]

Statement No:  
APS/2024/001

Date:  
10-Jun-2024

Employee Name:  
John Doe

Employee ID:  
EMP12345

Department:  
Finance

Designation:  
Accountant

## Arrear Calculation Details

Sr. No.	Period	Basic Pay Difference	DA/Allowance Difference	Total Arrears	Deductions	Net Arrears Payable
1	Jan 2024 - Mar 2024	₹5,000	₹1,500	₹6,500	₹1,800	₹5,700
2	Apr 2024 - May 2024	₹3,300	₹900	₹4,200	₹1,400	₹3,800
Total			₹10,700	₹1,200	₹19,500	

## Amount in words:

Nine Thousand Five Hundred Rupees Only

\_\_\_\_\_  
Prepared By

\_\_\_\_\_  
Verified By

\_\_\_\_\_  
Authorized Signatory

## Important Notes:

- This statement is generated for the pending arrears for the specified periods only.
- Please verify all details before processing the payment.
- Any discrepancies should be reported within 7 working days of receipt of this statement.
- This document should be retained for accounting and audit purpose.