

Departmental Salary Arrears Calculation Format

Department: _____
Employee Name: _____
Designation: _____
Employee ID: _____
Period of Arrears: _____

Salary Arrears Calculation Table

Month	Basic Pay (Old)	Basic Pay (New)	Allowances (Old)	Allowances (New)	Total (Old)	Total (New)	Arrears for Month
Jan 2024	_____	_____	_____	_____	_____	_____	_____
Feb 2024	_____	_____	_____	_____	_____	_____	_____
Mar 2024	_____	_____	_____	_____	_____	_____	_____
Total Arrears							_____

Certification

Certified that the above calculation is correct and the arrears claimed are in accordance with the approved revision.

Prepared By: _____ Checked By: _____
Date: _____

Important Notes:

- All entries must be double-checked for accuracy before submission.
- Ensure supporting documents for pay revisions are attached.
- The period of arrears should match the approved order.
- Any discrepancies must be clarified and documented with appropriate authority.
- Do not overwrite figures; use a new form for corrections if needed.