

# Detailed Salary Arrears Adjustment Register

Department: Finance & Accounts

Month: June 2024

Date Prepared: 25 June 2024

| S. NO. | EMPLOYEE NAME | EMPLOYEE ID | DESIGNATION    | MONTH(S) OF ARREAR | BASIC PAY (₹) | DA (₹) | OTHER ALLOWANCES (₹) | TOTAL ARREAR (₹) | DEDUCTIONS (₹) | NET PAYABLE (₹) | REMARKS              |
|--------|---------------|-------------|----------------|--------------------|---------------|--------|----------------------|------------------|----------------|-----------------|----------------------|
| 1      | Amit Kumar    | EMP0112     | Accountant     | Apr, May 2024      | 8,000         | 2,400  | 1,200                | 11,600           | 560            | 11,040          | Promotion Revision   |
| 2      | Priya Singh   | EMP0237     | Sr. Clerk      | May 2024           | 6,500         | 1,950  | 900                  | 9,350            | 400            | 8,950           | Late Payment         |
| 3      | Karan Mehta   | EMP0359     | Assistant      | Mar, Apr 2024      | 7,200         | 2,160  | 1,050                | 10,410           | 580            | 9,830           | Increment Adjustment |
| 4      | Sunita Rao    | EMP0402     | Jr. Accountant | April 2024         | 5,800         | 1,740  | 800                  | 8,340            | 320            | 8,020           | Correction in Salary |

## Important Notes:

- This register reflects all arrear adjustments made in the specified period for relevant employees.
- All figures are given in Indian Rupees (₹) and are subject to applicable statutory deductions.
- Proper approvals and documentation should be maintained for every adjustment recorded.
- The register must be verified and signed by the authorized personnel in charge of payroll.
- Any disputes or queries must be addressed within 30 days of issuance of this document.