

Employee-wise Arrears Adjustment Sheet

Company Name:

XYZ Pvt. Ltd.

Sheet No.:

AA/2024/072

Department:

Accounts

Date:

06 June 2024

Prepared By:

Rohan Sharma

Approved By:

Anita Mehra

Arrears Adjustment Details

S.No	Employee Name	Employee Code	Designation	Period of Arrears	Arrear Amount (â‚¹)	Adjustment Month	Adjusted Amount (â‚¹)	Balance (â‚¹)	Remarks
1	Akash Singh	E1023	Analyst	Jan-Mar 2024	12,000	June 2024	12,000	0	Fully Adjusted
2	Sneha Verma	E1051	Sr. Executive	Feb-Mar 2024	8,500	June 2024	6,000	2,500	Partial
3	Mahesh Rao	E1099	Manager	March 2024	15,000	June 2024	15,000	0	Fully Adjusted

Important Notes:

- This sheet reflects arrears adjustment up to the date specified above only.
- Employees must verify the adjustment details and report any discrepancies within 7 working days.
- Unadjusted balances will be carried forward to subsequent months.
- Keep this document confidential and use for internal accounting/reference only.
- Final approved sheet is to be signed by authorized personnel.

Authorized Signatory

Date: _____