

Manual Salary Arrears Disbursement

Employee Information

Employee Name	John Doe
Employee ID	EMP12345
Department	Finance
Designation	Accountant

Salary Arrears Details

Arrear Period	January 2024 - March 2024
Reason for Arrears	Revision in salary structure
Total Arrears Amount (₹)	24,500
Date of Disbursement	15 June 2024
Mode of Payment	Bank Transfer
Remarks	-

Prepared By

Approved By

Important Notes

- This document acts as official evidence of salary arrears disbursement.
- Ensure all details are verified and authorized prior to payment.
- Retain a signed copy for audit and compliance purposes.
- Any corrections should be notified to the HR/payroll department promptly.
- Manual disbursement should only be used in genuine exceptional cases.