

Monthly Salary Arrears Statement

Employee Name: John Doe

Employee ID: EMP/01547

Department: Finance

Designation: Senior Accountant

Period of Arrears: January 2024 - March 2024

Date of Statement: 15 April 2024

Salary Arrears Details

Month	Basic Salary	Allowances	Deductions	Net Arrears	Remarks
January 2024	â,150,000	â,15,000	â,12,000	â,153,000	Delay in increment
February 2024	â,150,000	â,15,000	â,12,000	â,153,000	Approved on 10-March
March 2024	â,150,000	â,15,000	â,12,000	â,153,000	-
Total Arrears Payable				â,159,000	

Authorized By

Name: Priya Sharma

Designation: HR Manager

Date: 16 April 2024

Signature: _____

Important Notes

- This statement is intended for internal record and employee reference only.
- All amounts are subject to statutory deductions and company policies.
- Please verify the details; for discrepancies contact the HR department within 7 days.
- Salary arrears are processed in the next available payroll cycle unless otherwise notified.