

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	₹150,000	₹15,000	₹12,000	₹153,000	Delay in increment
February 2024	₹150,000	₹15,000	₹12,000	₹153,000	Approved on 10-March
March 2024	₹150,000	₹15,000	₹12,000	₹153,000	-
Total Arrears Payable					₹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.