

Arrear Payment Reconciliation Statement

Employee Name	John Doe	Employee No.	EMP01234
Department	Accounts	Designation	Accountant
Pay Period	Jan 2023 - Mar 2023	Date of Statement	10 Apr 2023

Reconciliation Details

Particulars	Amount (â,')	Remarks
Basic Pay Arrears	20,000	Pay revision
DA (Dearness Allowance) Arrears	6,000	Pay revision
HRA Arrears	3,000	Pay revision
Other Allowances	2,000	Transport allowance difference
Total Arrear Payable	â,¹ 31,000	
Less: PF Deduction	2,400	
Less: Profession Tax	200	
Net Arrear Payable	â,¹ 28,400	

Date of Payment: 12 Apr 2023

Employee Signature

Name:
Date:

Authorized Signatory

Name:
Date:

Important Notes:

- This statement reflects the arrear payment details reconciled for the above period only.
- All deductions have been made as per statutory requirements and company policies.
- Any discrepancies should be reported to the HR/Accounts department within 7 days from statement date.
- This document serves as an official record of arrear calculation and payment for audit purposes.
- Please retain a copy of this statement for your personal records.