

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 (₹ ¹)	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	₹ 31,000	
Less: PF Deduction	2,400	
Less: Profession Tax	200	
Net Arrear Payable	₹ 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.