

Individual Employee Arrear Payment Sheet

[Company/Organization Name]
For The Period: 01-Jan-2024 to 31-Mar-2024

Employee Name:	John Doe	Employee ID:	EMP12345
Department:	Finance	Designation:	Accounts Officer
Bank A/C No.:	XXXXX3456	Date of Payment:	10-Apr-2024

Month	Basic Pay Arrear	DA Arrear	HRA Arrear	Other Allowances	Total Earning	Deduction (PF/Tax)	Net Arrear Payable
Jan 2024	10,000	2,500	1,200	300	14,000	1,200	12,800
Feb 2024	10,000	2,500	1,200	300	14,000	1,200	12,800
Mar 2024	10,000	2,500	1,200	300	14,000	1,200	12,800
Total	30,000	7,500	3,600	900	42,000	3,600	38,400

Remarks:

Arrears are paid due to revision in pay structure effective from January 2024 as per company policy.

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Authorized Signatory

Important Notes:

- This sheet is for employee's personal record, and should be preserved for reference.
- All calculations are subject to correction in case of audit or future revisions.
- Net Payable amount is exclusive of any pending recovery or adjustment not reflected here.
- For queries regarding this sheet, contact HR/Accounts within 30 days from the date of issue.