

Monthly Arrear Adjustment Statement

For the Month of June 2024

Employee Name	John Doe	Employee Code	EMP009
Department	Finance	Designation	Accounts Executive
PAN	ABCDE1234X	Month/Year	June 2024

Description	Reference Month(s)	Arrear Amount (INR)	Adjustment Reason
Basic Pay Adjustment	April 2024	4,000	Salary Revision
HRA Correction	May 2024	1,500	Rate Correction
Leave Encashment	March-May 2024	2,200	Unpaid Leave Adjustment
Total Arrear		7,700	

Remarks: Above arrear amounts are calculated as per the approved payroll policy and respective salary revision letters.

Important Notes:

- Arrear adjustments are subject to verification by the payroll department.
- Please retain this statement for your records and future references.
- Contact HR for any discrepancy found within 10 working days.
- This statement is computer generated and does not require a signature.