

Salary Reconciliation -Year 2025				
	Description	Sep-25	Oct-25	Variance (Current Month - Previous Month)
	Gross Salary Of Previous Month	48,800	48,800	-
Add	New Joinees During The Month	-	-	-
Less	Resignation / Termination / Transfers During The Month / Other adjustments	-	(5,400)	(5,400)
Less	Salary re-structure	-	-	-
Add	Increment During The Month	-	-	-
	Gross Salary For The Month	48,800	43,400	(5,400)
				-
Add	Proportionate Excess Paid During The Month	-	-	-
Add	Department wise OT Paid (For Previous Month)			
	PRODUCTION & OPERATIONS	23,813	20,812	(3,001)
	ADMIN	-	-	-
	SALES	2,329	2,147	(182)
Add	Sales Commission	700	300	(400)
Add	Arrear Salary / Special Allowance	658	658	-
	Total Additional Salary Payment	27,500	23,917	(3,583)
				-
Less	Proportionate Deduction During The Month	(10,790)	(2,944)	7,846
	Gross Salary Payable			-
Less	Employee Loan / Receivable Deduction	(120)	-	120
Less	Salary Deferral	-	-	-
	Net Salary Payable	65,390	64,373	(1,017)
				-
	Salary Payable As Per Payroll	65,390	64,373	(1,017)
	Variance	-	-	-
	No. of employees last month	35	35	-
	New Joinees	-	-	-
	Leavers	-	(4)	(4)
	No. of employees as per Current month payroll	35	31	(4)
	Salary process for active employees	35	31	(4)
	Employees on vacation	6	2	(4)
	Salary process for vacation employees (OT)	3	-	(3)
	Employees with 0 salary (on vacation)	3	2	(1)
	Total Salary process	32	29	(3)
				-
	Increment			-
OT Analysis -HRS				
		Aug-25 OT paid with Sep-25 Payroll	Sep-25 OT paid with Oct-25 Payroll	
	PRODUCTION & OPERATIONS	2,703	2,517	
	ADMIN	-	-	
	SALES	208	198	
	Normal HRS	2,911	2,715	
	PRODUCTION & OPERATIONS	1,438	1,148	
	ADMIN	-	-	
	SALES	75	64	
	Holiday HRS	1,513	1,212	
OT Analysis -AVG. HRS / employee				
		AVG Aug-25	AVG Sep-25	
	PRODUCTION & OPERATIONS	3	3	
	ADMIN	0.0	0.0	
	SALES	2.7	3.8	
	Normal HRS per employee	3.29	3.37	
	PRODUCTION & OPERATIONS	9.3	9.9	
	ADMIN	0.0	0.0	
	SALES	5.0	8.0	
	Holiday HRS per employee	8.9	9.8	
No. of employees				
		Aug-25	Sep-25	
	PRODUCTION & OPERATIONS	31	29	
	ADMIN	-	-	
	SALES	3	2	
	TOTAL	34	31	
No. of days				
		Aug-25	Sep-25	
	Working days	26	26	
	Holidays	5	4	
	TOTAL	31	30	



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