

Salary Reconciliation -Year 2025				
	Description	Sep-25	Oct-25	Variance (Current Month - Previous Month)
	<b>Gross Salary Of Previous Month</b>	<b>48,800</b>	<b>48,800</b>	-
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	-	-	-
	<b>Gross Salary For The Month</b>	<b>48,800</b>	<b>43,400</b>	<b>(5,400)</b>
				-
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	-
	<b>Total Additional Salary Payment</b>	<b>27,500</b>	<b>23,917</b>	<b>(3,583)</b>
				-
Less	Proportionate Deduction During The Month	(10,790)	(2,944)	7,846
	<b>Gross Salary Payable</b>			-
Less	Employee Loan / Receivable Deduction	(120)	-	120
Less	Salary Deferral			-
	<b>Net Salary Payable</b>	<b>65,390</b>	<b>64,373</b>	<b>(1,017)</b>
				-
	<b>Salary Payable As Per Payroll</b>	<b>65,390</b>	<b>64,373</b>	<b>(1,017)</b>
	<b>Variance</b>	-	-	-
	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)
	<b>Total Salary process</b>	<b>32</b>	<b>29</b>	<b>(3)</b>
				-
	<b>Increment</b>			-

  

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
<b>Normal HRS</b>		<b>2,911</b>	<b>2,715</b>
PRODUCTION & OPERATIONS		1,438	1,148
ADMIN		-	-
SALES		75	64
<b>Holiday HRS</b>		<b>1,513</b>	<b>1,212</b>

  

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
<b>Normal HRS per employee</b>		<b>3.29</b>	<b>3.37</b>
PRODUCTION & OPERATIONS		9.3	9.9
ADMIN		0.0	0.0
SALES		5.0	8.0
<b>Holiday HRS per employee</b>		<b>8.9</b>	<b>9.8</b>

  

No. of employees		Aug-25	Sep-25
PRODUCTION & OPERATIONS		31	29
ADMIN			
SALES		3	2
<b>TOTAL</b>		<b>34</b>	<b>31</b>

  

No. of days		Aug-25	Sep-25
Working days		26	26
Holidays		5	4
<b>TOTAL</b>		<b>31</b>	<b>30</b>