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OVERTIME REQUEST FORM

BU/BK/Div Name : PMC
 Department : Administration
 Reason for Overtime :

No	Date	Name	Rank	Time		Hours	Amount	Remark	
				From	To				
1	2.4.25	ଶ୍ରୀମତୀ	.	୦୭:୫୦	୧୭:୦୦	୧	୧୦୦୦/-	ଅତିରିକ୍ତ (୧.୫) ଘଣ୍ଟା	
2	4.4.25	"	"	୦୭:୫୦	୧୭:୫୦	୧	୧୦୦୦/-	"	
3	6.4.25	"	"	୦୭:୫୦	୧୭:୦୦	୧	୧୦୦୦/-	"	
4	୮.4.25	"	"	୦୭:୫୦	୧୭:୫୦	୧	୧୦୦୦/-	"	
5	10.4.25	"	"	୦୭:୫୦	୧୭:୫୦	୧	୧୦୦୦/-	"	
6	12.4.25	"	"	୦୭:୫୦	୧୭:୫୦	୧	୧୦୦୦/-	"	
7	12.4.25	"	"	୧୭:୫୦	୦୭:୫୦	୧	୧୦୦୦/-	"	
8	13.4.25	"	"	୦୭:୫୦	୧୭:୫୦	୧	୧୦୦୦/-	ଅତିରିକ୍ତ (୧.୫) ଘଣ୍ଟା	
9	13.4.25	"	"	୧୭:୫୦	୦୭:୫୦	୧	୧୦୦୦/-	"	
10	14.4.25	"	"	୦୭:୫୦	୧୭:୫୦	୧	୧୦୦୦/-	ଅତିରିକ୍ତ (୧.୫) ଘଣ୍ଟା	
11	15.4.25	"	"	୦୭:୫୦	୧୭:୫୦	୧	୧୦୦୦/-	"	
12	15.4.25	"	"	୧୭:୫୦	୦୭:୫୦	୧	୧୦୦୦/-	"	
13	16.4.25	"	"	୦୭:୫୦	୧୭:୫୦	୧	୧୦୦୦/-	ଅତିରିକ୍ତ (୧.୫) ଘଣ୍ଟା	
14	17.4.25	"	"	୦୭:୫୦	୧୭:୫୦	୧	୧୦୦୦/-	"	
15	17.4.25	"	"	୧୭:୫୦	୦୭:୫୦	୧	୧୦୦୦/-	"	
16	1୮.4.25	"	"	୦୭:୫୦	୧୭:୫୦	୧	୧୦୦୦/-	ଅତିରିକ୍ତ (୧.୫) ଘଣ୍ଟା	
17	1୮.4.25	"	"	୧୭:୫୦	୦୭:୫୦	୧	୧୦୦୦/-	"	
18	19.4.25	"	"	୧୭:୫୦	୦୭:୫୦	୧	୧୦୦୦/-	"	
19	20.4.25	"	"	୦୭:୫୦	୧୭:୫୦	୧	୧୦୦୦/-	ଅତିରିକ୍ତ (୧.୫) ଘଣ୍ଟା	
20	21.4.25	"	"	୦୭:୫୦	୧୭:୫୦	୧	୧୦୦୦/-	"	
21	21.4.25	"	"	୧୭:୫୦	୦୭:୫୦	୧	୧୦୦୦/-	"	
22	22.4.25	"	"	୦୭:୫୦	୧୭:୫୦	୧	୧୦୦୦/-	ଅତିରିକ୍ତ (୧.୫) ଘଣ୍ଟା	
						Total Hours	176	176000/-	
						Total Amount			

Prepared By

 Name: (ଶ୍ରୀମତୀ)

Knownledged By
 Name:

Approved By
 (GM/AGM/COO)
 Name:

Check By HR
 Name:

05-CHL-HRM-FRM-020-04



OVERTIME REQUEST FORM

BU/BK/DIV Name : PMC
 Department : Administration
 Reason for Overtime :

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No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	17+25	07:00	17:00	2	8000/-	...
2	17+25	"	"	17:00	07:00	2	8000/-	"
3	18+25	"	"	07:00	17:00	2	8000/-	"
4	18+25	"	"	17:00	07:00	2	8000/-	"
5	18+25	"	"	07:00	17:00	2	8000/-	"
6	18+25	"	"	17:00	07:00	2	8000/-	"
7	20+25	"	"	07:00	17:00	2	8000/-	"
8	20+25	"	"	17:00	07:00	2	8000/-	"
						Total Hours	64	64000/-
						Total Amount		

Prepared By

 Name: (S. 402)

Knownledged By
 Name:

Approved By
 (GM/AGM/COO)
 Name:

Check By HR
 Name: