

OVERTIME REQUEST FORM

R/DIV Name : IS  
 Department Name : Administration  
 Reason for Overtime : 3083m1@25 + 308108 OT

Date	Name	Position Level	Time		Hours	Amount	Remark
			From	To			
30.7.24	3083m1@25	Sh	07:00	07:00	D+N	16000	3083m1@25
31.7.24	"		17:00	07:00	N	8000	"
3.8.24	"		07:00	17:00	D	8000	"
12.8.24	"		17:00	07:00	N	8000	"
14.8.24	"		07:00	17:00	D	8000	308108
15.8.24	"		"	"	D	8000	3083m1@25
16.8.24	"		17:00	07:00	N	8000	"
19.8.24	"		07:00	17:00	D	8000	"
24.8.24	"		17:00	07:00	N	8000	"
Total Hours						80000	KS
Total Amount							

Requested by  
 3083m1@25  
 (Requestor)

Approved by  
 5/9/24  
 (DH)

Approved by  
 (GM/AGM/COO)

Checked by  
 (HR)

05-CHL-HRM-FRM-020-

OVERTIME REQUEST FORM

R/DIV Name : IS  
 Department Name : Administration  
 Reason for Overtime : 3083m1@25 + 308108 OT

Date	Name	Position Level	Time		Hours	Amount	Remark
			From	To			
26.8.24	3083m1@25	Sh	07:00	17:00	D	8000	308108
27.8.24	"		07:00	07:00	D+N	16000	"
28.8.24	"		17:00	07:00	N	8000	3083m1@25
30.8.24	"		07:00	17:00	D	8000	308108
4.9.24	"		17:00	07:00	N	8000	3083m1@25
5.9.24	"		"	"	N	8000	"
25.7.24	6083m1@25		17:00	07:00	N	8000	"
28.7.24	"		07:00	17:00	D	8000	"
29.7.24	"		17:00	07:00	N	8000	"
Total Hours						80000	KS
Total Amount							

Requested by  
 3083m1@25  
 (Requestor)

Approved by  
 5/9/24  
 (DH)

Approved by  
 (GM/AGM/COO)

Checked by  
 (HR)

05-CHL-HRM-FRM-020-

OVERTIME REQUEST FORM

BR/DIV Name : ISBU  
 Department Name : Administration  
 Reason for Overtime : 3083m: @ 25. + 308108 OT

Sl. No.	Date	Name	Position Level	Time		Hours	Amount	Remark	
				From	To				
	24.7.24	சு:028.622	5	17:00	07:00	N	8000	3083m: @ 25	
	28.7.24	"		"	"	N	8000	"	
	2.8.24	"		"	"	N	8000	"	
	5.8.24	"		07:00	07:00	D+N	16000	308108	
	9.8.24	"		07:00	17:00	D.	8000	3083m: @ 25	
	10.8.24	"		17:00	07:00	N	8000	"	
	13.8.24	"		07:00	17:00	D.	8000	"	
	17.8.24	"		17:00	07:00	N	8000	"	
	21.8.24	"		07:00	17:00	D	8000	"	
							Total Hours	80000	KS-
							Total Amount		

Requested by  
 Name: சு:02512  
 (Requestor)

Approved by  
 Signature: [Signature]  
 Date: 5/9/24  
 (DH)

Approved by  
 Signature: [Signature]  
 (GM/AGM/COO)

Checked by  
 Signature: [Signature]  
 (HR)

05-CHL-HRM-FRM-02

OVERTIME REQUEST FORM

BR/DIV Name : ISBU  
 Department Name : Administration  
 Reason for Overtime : 3083m: @ 25. OT

Sl. No.	Date	Name	Position Level	Time		Hours	Amount	Remark	
				From	To				
	22.8.24	சு:028.622	5	17:00	07:00	N	8000	3083m:	
	29.8.24	"		07:00	07:00	D+N	16000	"	
	2.9.24	"		07:00	17:00	D	8000	"	
	3.9.24	"		17:00	07:00	N	8000	"	
	31.8.24	சு:02512		07:00	17:00	D	8000	3083m:	
	4.9.24	"		"	"	D	8000	"	
							Total Hours	56000	KS-
							Total Amount		

Requested by  
 Name: சு:02512  
 (Requestor)

Approved by  
 Signature: [Signature]  
 Date: 5/9/24  
 (DH)

Approved by  
 Signature: [Signature]  
 (GM/AGM/COO)

Checked by  
 Signature: [Signature]  
 (HR)

05-CHL-HRM-FRM-

UMG

OVERTIME REQUEST FORM

/DIV Name : ISBU
Department Name : Administration
for Overtime : 30E30m (9) 07:00 to 08:00 OT

Table with columns: Date, Name, Position Level, Time (From, To), Hours, Amount, Remark. Includes rows for dates 24-7-24 to 7-8-24 and a summary row for Total Hours and Total Amount (80000).

Requested by
[Signature]
(Requestor)

Approved by
[Signature]
(DH)

Approved by
[Signature]
(GM/AGM/COO)

Checked by
[Signature]
(HR)

05-CHL-HRM-FRM-02

MG

OVERTIME REQUEST FORM

Name : ISBU
Name : Administration
Overtime : 30E30m (9) OT+3

Table with columns: Date, Name, Position Level, Time (From, To), Hours, Amount, Remark. Includes rows for dates 8-24 to 9-24 and a summary row for Total Hours and Total Amount (80000).

Requested by
[Signature]
(Requestor)

Approved by
[Signature]
(DH)

Approved by
[Signature]
(GM/AGM/COO)

Checked by
[Signature]
(HR)

05-CHL-HRM-FRM



# OVERTIME REQUEST FORM

BU/BR/DIV Name : ISBU  
 Department Name : Administration  
 Reason for Overtime : 375 2007 (32% OT)

No.	Date	Name	Position Level	Time		Hours	Amount	Remark	
				From	To				
1	27-8-24	P. @ E. @ 2007	S	17:00	07:00	N	2000	375 2007 (32% OT)	
2	6-9-24	"		07:00	17:00	P	2000	" (32% OT)	
3	6-9-24	P. @ E. @ 2007		17:00	07:00	N	2000	375 2007 (32% OT)	
							<b>Total Hours</b>		
							<b>Total Amount</b>	24000	Rs.

Requested by  
 Sign :   
 Name : P. @ E. @ 2007  
 (Requestor)

Approved by  
  
 15/9/24  
 (HR)

Approved by  
  
 (GM/AGM/COO)

Checked by  
  
 (HR)

05-CHL-HRM-FRM-029-05