

UNION BANK OF INDIA

OVERTIME SHEET

November 2016

NAME _____ DESIGNATION _____

BRANCH _____ DEPARTMENT _____

Date	Overtime Hours			Reasons for Overtime	Officer's Initials
	A	B	C		
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Date	Overtime Hours			Reasons for Overtime	Officer's Initials
	A	B	C		
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
TOTAL					

'A'	First Half hour
'B'	Next One hour
'C'	Beyond One & half hour and on Sundays & Holidays

TOTAL SALAY Rs. _____

Total of Column 'A' Hrs. @ 100% Rs. _____

Total of Column 'B' Hrs. @ 170% Rs. _____

Total of Column 'C' Hrs. @ 200% Rs. _____

Total Rs. _____

Overtime Allowance due Rs. _____

Branch Manager / Accountant

FOR SUBORDINATE STAFFS

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OVERTIME SHEET

November 2016

NAME _____ DESIGNATION _____

BRANCH _____ DEPARTMENT _____

Date	Overtime Hours			Reasons for Overtime	Officer's Initials
	A	B	C		
1		-			
2		-			
3		-			
4		-			
5		-			
6		-			
7		-			
8		-			
9		-			
10		-			
11		-			
12		-			
13		-			
14		-			
15		-			
16		-			
17		-			
18		-			
19		-			
20		-			

Date	Overtime Hours			Reasons for Overtime	Officer's Initials
	A	B	C		
21		-			
22		-			
23		-			
24		-			
25		-			
26		-			
27		-			
28		-			
29		-			
30		-			
TOTAL		-			

'A'	First One hour
'B'	-----
'C'	Beyond One hour and on Sundays & Holidays

TOTAL SALARY Rs. _____

Total of Column 'A' Hrs. @ 150% Rs. _____

Total of Column 'C' Hrs. @ 200% Rs. _____

Total Rs. _____

Overtime Allowance due Rs. _____

Branch Manager / Accountant