

OFFICE OF THE SECRETARY : LAKHIMI SANCHAY AND RINDAN S.S. LTD.

HQ-Dhemaji Tinali, Dhemaji, Assam

Overtime Request Application

To

The Secretary,
Lakhimi Sanchay and Rindin S.S. Ltd.
Dhemaji Tinali, Dhemaji
Dhemaji assam 787057

Date : _____

Sub : Application for overtime request

Dear Sir,

With reference to the subject cited above, I am writing you to formally request that my number of working day/hours to be extend to _____(hours/ day). These extra hours have been due to complete official works as on my targets.

I would like to formally request that allot me the above mentioned overtime duty period in favor of my and organizational development.

Particulars of works

1. _____
2. _____
3. _____

Sincerely,

Employee's Name & Code

Sign. of Employee

Designation : _____

Date : _____

Hours of OD : _____

OD Charge Amount Rs. _____/-

(Seal & Signature of Approval Authority)

Note : During the Over Duty Period keep this overtime issue letter at the working place. This is a legally viable document.