

OVERTIME ALLOWANCE JOURNAL

Division

Engineering Department / Track Machines

Name of the Employee:

Designation:

PF No.:

Period from: ...to...

Rate of pay...

Bill Unit No

Total over time hrs earned

.....

Amount claimed Rs:.....

Classification of roster : **Continuous.**

Day	Date	Roster Hrs		Actual duty		Extra duty Hrs		Total Hrs	Reason for working extra Hours
		From	To	From	To	From	To		
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									

Actual working hours

Journey period as per roster provision

Total duty hours for OT calculation

Total duty hours:

Roster hours:

Extra hours:

Entitled of OTA hours i.e. **1½ times** :

Entitled of OTA beyond **216** hours i.e. **2times** ...

Certified that the extra duty hours shown are correct,

Station:

Date:

ADEN/TM/

SSE/TM/IC/

SIGNATURE OF THE M/C INCHARGE

Signature of the employee