

## SURYA'S MiB

**From**

**Name:**

**ID Code:**

**Designation:**

**Subject: Declaration of Evening Part-Time Working Hours**

I hereby declare that I will perform my **part-time work during evening hours only**, by selecting **any one 2-hour time slot** mentioned below, as per my convenience.

**Select Any ONE Evening Time Slot (Tick One):**

☐ 5:00 PM – 7:00 PM

☐ 6:00 PM – 8:00 PM

☐ 7:00 PM – 9:00 PM

☐ 8:00 PM – 10:00 PM

### **Declaration**

I confirm that the selected evening timing is my **fixed part-time working slot**. I assure that this part-time work **will my official duties, working hours, or responsibilities** at Surya's MIB.

It's not applicable for my event-based works or allocated full day work if any.

I understand that only **one time slot is permitted**, and any change in timing must be informed and approved in advance.

**Date:**

**Signature**

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### **For Office Use Only**

**Reviewed By (Admin)**

**Submitted to Founder:** ☐ Yes ☐ No

**Founder Approval:** ☐ Approved ☐ Not Approved

**Founder Signature:**