

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 not affect 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

For Office Use Only

Reviewed By (Admin)

Submitted to Founder: Yes No

Founder Approval: Approved Not Approved

Founder Signature: