To, Date:\_\_\_\_\_\_\_\_\_\_\_\_May 2024

The Branch Manager

Union Bank of India

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Branch

Dear Sir,

**Reg: Overtime Allowance For Working On Tuesday (2nd April 2024)**

With due respect, Iam submitting hereunder my overtime bill of Rs.\_\_\_\_1938\_\_\_\_\_\_\_\_\_\_\_, for the

work done by me on 2nd April 2024, (**Tuesday**), for your favourable consideration.

**Calculation of Overtime Allowance**

Basic Pay (including Stagnation Increments) (a) :\_67160\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PQP (b) :\_1640\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Special Allowance (c) :\_17797\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Transport Allowance (d) :\_850\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dearness Allowance (e) :\_12062\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HRA (f) :\_8204\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Enrolment\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_: 107713\_\_\_\_\_\_\_\_\_\_\_\_

Overtime Allowance = Salary per hour x No. of working hrs x 1 **(100% on 1st hrs)**

= (107713) / 150 x 1 x 1

= 718

Overtime Allowance = Salary per hour x No. of working hrs x 1 **(170% on Next 1 hrs)**

= (107713) / 150 x 1 x 1.7

= 1220

Total = 718 + 1220 = 1938

Overtime to be paid = Rs. \_1938 (Rupees) One Thousand Nine Hundred Thirty Eight Only.

Signature :

Name, PF No. :

Designation :