



JAIPUR METRO

NIGHT DUTY ALLOWANCE CLAIM FORM(As per Rule 9.2 (f) of JMRC Recruitment Rules) 2012
(To be submitted in Duplicate)

Name of Employee	Emp. ID	Designation	Date of Confirmation	Month :-	Pay of One day
Vikas choudhary	181023	SC/TO	2025-11-10	2025-11	2250.00

S.No.	Date	Sign On Time	Sign Off Time	Night Duty Hours (2200 to 0600)	Duty Place/Station	Remarks
1	1 Nov 2025	04:55	11:55	1	MSOR SCR	
2	2 Nov 2025	04:55	11:55	1	MSOR SCR	
3	3 Nov 2025	04:55	11:55	1	MSOR SCR	
4	4 Nov 2025	04:55	11:55	1	MSOR SCR	
5	5 Nov 2025	04:55	11:55	1	MSOR SCR	
6	6 Nov 2025	04:55	11:55	1	MSOR SCR	
7	8 Nov 2025	04:55	11:55	1	MSOR SCR	
8	9 Nov 2025	04:55	11:55	1	MSOR SCR	
9	10 Nov 2025	04:55	11:55	1	MSOR SCR	
10	11 Nov 2025	04:55	11:55	1	MSOR SCR	
11	12 Nov 2025	04:55	11:55	1	MSOR SCR	
12	13 Nov 2025	04:55	11:55	1	MSOR SCR	
13	15 Nov 2025	04:55	11:55	1	MSOR SCR	
14	16 Nov 2025	04:55	11:55	1	MSOR SCR	
15	17 Nov 2025	04:55	11:55	1	MSOR SCR	
16	18 Nov 2025	04:55	11:55	1	MSOR SCR	
17	19 Nov 2025	04:55	11:55	1	MSOR SCR	
18	20 Nov 2025	04:55	11:55	1	MSOR SCR	
19	22 Nov 2025	04:55	11:55	1	MSOR SCR	
20	23 Nov 2025	04:55	12:05	1	MSOR SCR	
21	24 Nov 2025	04:55	12:25	1	BICP SCR	
22	25 Nov 2025	16:00	01:00	3	MSOR SCR	
23	26 Nov 2025	04:55	11:55	1	MSOR SCR	
24	27 Nov 2025	04:55	12:25	1	BICP SCR	
25	29 Nov 2025	04:55	11:55	1	MSOR SCR	
26	30 Nov 2025	22:00	06:00	8	MSOR SCR	
(A)	TOTAL Night Hours					35
(B)	Equivalent Night Duty Day = A/24					1.46
(C)	NDA Claimed (Rs.) = B × One Day Pay					3281.25

Certificate

1. It is certify that the Night Duty Allowance, as claimed above is correct & due to me, and this claim has not been submitted earlier.

Signature of the Employee

2. As per sign on and sign off duty record of the employee Mr./Mrs. **Vikas choudhary** (SC/TO), the above detail submitted for the Night Duty Allowance is certified and due to the above employee.**Total Night Duty Allowance payable to him / her is Rs. 3281.25/-****Sanctioned (As per clause E18 of SOP, JMRC) by:****General Manager/Operations
(Sign & Seal)****Name & Signature of Manager**

Forward to: GM(Finance) JMRC for making payment