



### 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)	<b>TOTAL Night Hours</b>					<b>35</b>
(B)	<b>Equivalent Night Duty Day = A/24</b>					<b>1.46</b>
(C)	<b>NDA Claimed (Rs.) = B × One Day Pay</b>					<b>3281.25</b>

#### 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**