

FORM FOR CLAIMING OVERTIME ALLOWANCE (OTA)

SECTION :

MONTH

Date (1)	Whether working day or holiday (2)	Emoluments drawn (3)	Period		Actual Time charged (6)	Time charged after deducting one hour and the time by which official attended office late or lunch, as the case may be. (7)	Rate per hour (8)	Amount claimed (9)
			From (4)	To (5)				

Certified that I _____ was on duty for the period mentioned against each date above after office hours/on Saturdays/Sundays/Holidays for official work. My pay and allowance during the period are shown in Col. No. 3 above. The total amount claimed (rounded off to the nearest rupee) is Rs. _____ and the amount restricted to OTA payable for one-half of monthly working hours or 50% of emoluments, as the case may be, comes to Rs. _____.

Signature _____
 Designation _____
 Emp. No. _____
 Date _____

Note: The OTA claim of each employee may be carried forward to arrive at the total amount claimed by the Section and the same may be indicated in words on the last page.