

Date:

To  
DGM (Personnel)  
Eastern Refinery Limited  
Chittagong.

**Subject: Encashment of Extra duties**  
(Through Proper Channel)

Dear Sir,

Please arrange to en-cash the following extra duties for the period from..... to .....,  
at your earliest convenient.

S.L.	Month of 20.....	(1) Govt. Holiday	(2) Hartal	(3) Transport Disruption	Total
01	January				
02	February				
03	March				
04	April				
05	May				
06	June				
07	July				
08	August				
09	September				
10	October				
11	November				
12	December				
GRAND TOTAL:					

Thanks.

Yours Faithfully,

Signature :

Name :

Designation :

Group: Group Change & Date (If any):

Forwarded by: _____ Manager/AGM	Approved by: _____ (DGM/GM)
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**SHIFT EXTRA DUTY FOR 06 MONTHS**

SL:

**ELIGIBLE DAYS:**

\_\_\_\_\_  
Dealing Staff

\_\_\_\_\_  
AM (Pers.)

\_\_\_\_\_  
Manager (Personnel)