Date:

**SHIFT EXTRA DUTY FOR 06 MONTHS**

**SL:**

**ELIGIBLE DAYS:**

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

**\_\_\_\_\_\_\_\_\_\_\_**

**AM (Pers.)**

**­**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Manager (Personnel)**

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)** |