Date:

***JANUARY - DECEMBER***

**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 of 1st January, 20........ to 31st December, 20........ at your earliest convenient.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S.L.** | **Month of 20.....** | **(1)**  **Govt.**  **Holiday** | **(2)**  **Transport**  **Disruption** | **(3)**  **Hartal** | **(4)**  **Weekly Holiday/**  **Shift Rest day** | **(5)**  **Overstay** | **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:** | | | | | | |  |

**\*\*Shift personnel fill up only column no. (4) & (5) only.**

Thanks.

Yours Faithfully,

Signature :

Name & Designation :

Group (If in Shift):

|  |  |
| --- | --- |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Forwarded by: (AGM)** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Approved by: (DGM/GM)** |