

ICMR- NATIONAL INSTITUTE OF CANCER PREVENTION AND RESEARCH

Plot No.I-7, Sector-39,Noida-201301

OTAclaimforthemonth _____ NameoftheOfficer_____ Emoluments
Duty/Hours RateofOTA .

Date	Time		Hours	HoursforwhichOTAAdmissible
	From	To		
Overtimeworkisnecessaryinconnectionwith _____				

The work is of an urgent nature and it will not be in public interest to postpone it to the next working day. For overtime work on holidays, compensatory leave will be given/cannot be given due to _____

Since the work cannot be postponed to the next working day, Overtime is recommended/approved.

Signature
DIVISIONAL/SECTIONAL HEAD

APPROVED

OTA/Ch. Leave may be given for overtime work on holiday.

DIRECTOR