# SCHOOL OF OPEN LEARNING

(CAMPUS OF OPEN LEARNING)
UNIVERSITY OF DELHI, DELHI - 110 007

O.T.A.

## OVERTIME WORK DONE BY THE EMPLOYEES BEYOND NORMAL DUTY HOURS

DATE _____ DAY_____ SECTION _____

| S. N. | Name of the Employee | Duration of Extra Hours | Hours & Minutes | Name of Work Entered | Signature of Employee |
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The Performa should be filled and signed by each person in his own handwriting.

**Office order**: May be paid overtime.

**COUNTERSIGNED**

**SECTION OFFICER**

**EXECUTIVE DIRECTOR** **ASSISTANT REGISTRAR**