

Overtime Duty Assignment Approval Sheet

Department / Section

Date

Assignment No.

Prepared By

Designation

Overtime Details

No.	Employee Name	Employee ID	Designation	Date of Overtime	Time (From - To)	Total Hours	Assigned Tasks

Purpose / Reason for Overtime

Prepared By:

Name & Designation

Date:

Verified By (Section Head):

Name & Designation

Date:

Approved By (Department Head):

Name & Designation

Date:

