INSTITUTE OF CYTOLOGY AND PREVENTIVE ONCOLOGY (ICMR)
PLOT NO.I-7, SECTOR - 39, NOIDA-U.P – 201301

OTA claim for the month _____ Name of the Officer _____ Emoluments _____ Duty/Hours _____ Rate of OTA _____.

Date	Time		Hours	Hours for which OTA Admissible
	From	To		
Overtime work is necessary in connection with _____				

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