**BANK OF INDIA .....BRANCH**

OVER TIME BILL FOR THE ONTH OF .....20.....

NAME OF THE EMPLOYEE MR / MRS ..... DESIGNATION.....

| DATE | B P | D A | SPL PAY | P Q P | F P A | TOTAL | 100% CLERK 150% SUB- STAFF | 170% | 200% | TOTAL | NATURE OF WORK DONE |
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| | | | | | **TOTAL** | | | | **Rs.** | | |

**O.T. RATES**

| Clerks | Week Days | Saturdays | Holidays |
|---|---|---|---|
| 1st Two Quarter Hours of O.T. Work | @100 | @100 | @200 |
| Next 4 Quarter | @170 | @170 | @200 |
| Next 4 Quarter | @200 | @170 | @200 |
| Rest of OT Work | @200 | @200 | @200 |
| Substaff | | | |
| 1st Four Quarter Hours of O.T. Work | @150 | @150 | @200 |
| Next 4 Quarter | @200 | @170 | @200 |
| Rest of OT Work | @200 | @200 | @200 |

* Every month shall be deemed to consist of 150 Working hours so that monthly emoluments payable per hour will be deemed to be 150th of monthly emoluments , for all Workmen.

PLACE :

DATE :

SIGNATURE .....

Confirmed and Recommended / Passed by Manager

Branch .....

Date .....