

National Institute of Electronics and Information Technology

मुख्यालय, नई दिल्ली

Headquarters, New Delhi

With reference to the office order No. NIELIT/HQ/GEN/2013/10/813 dated 24th July, 2015, regarding availing of compensation against attending the office on Saturday/Sunday/Holiday, the undersigned attended the office on Saturday/Sunday/Holiday with the approval of the 'HOW'.

The detail of all such attendance in the quarter _____ to _____ is tabulated below:-

Sr.No	Date	Day	Timings			Purpose
			Arrival	Departure	Stay (in Hrs)	
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

In view of the above, it is requested to kindly release Rs. to the undersigned against compensation towards working on Saturday/Sunday/Holiday. The Biometric attendance details are enclosed. It is also certified that:

- i. No Compensatory Leave has been claimed against the above-mentioned dates;
- ii. No official vehicle was used on the above-mentioned dates.

Signature with Date

Name:
 Desgn. :
 Grade Pay :
 Emp_Code :
 Wing :

Reporting Officer

HOW

Note: Use separate form for separate Quarter