



**NATIONAL INSTITUTE OF EDUCATIONAL PLANNING AND
ADMINISTRATION
17-B, SRI AUROBINDO MARG, NEW DELHI**

FORM FOR REQUEST FOR PERMISSION FOR OVERTIME WORK

A. Name (s) of the Officials required to work on overtime:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

B. Details of work done during normal
Duty Hours

C. Exact details of work required to be done
on overtime separately in respect of each
official.

D. Why the work cannot be postponed for the
next working day

E. Name of the Officer who will be present to
supervise overtime allowance work

F. No. of hours recommended for overtime

(Signature of the Recommending Officer)

A.O./Registrar