

TRINCOMALEE CAMPUS, EASTREN UNIVERSITY SRI LANKA

Application for Prior Approval for Working Overtime

NB

1. Overtime should be recommended only if the work could not be performed during normal working hours.
2. Prior approval should be sought before the commencement of the respective month. Prior approval form should be annexed to the payment voucher when submitted to the finance branch.
3. Approval for overtime over 20 hours should be obtained from Rector on the recommendation of Deputy Registrar/ Assistant Registrar, Establishment/Dean of the faculty

1. Name of the Employee:
2. Designation :.....
3. Department :.....

Date	From	To	Description of work	No of hours
Total Number of Hours				

Date:.....
.....
Signature of Applicant

- Recommendation of Head of Department:
- Total number of hours overtime recommended for the month:

Date:.....
.....
Signature of Head

Recommended/Not Recommended
 Date:.....
.....
DR/ SAR/AR

Approved/Not Approved
 Date:.....
.....
Rector

❖ NB: if the above task is needed for overtime only