

Date:

To  
DGM (Personnel)  
Eastern Refinery PLC.  
Chittagong.

**Subject: Encashment of Extra duties**  
(Through Proper Channel)

Dear Sir,

Please arrange to en-cash the following extra duties for the period from..... to .....,  
at your earliest convenient.

<b><u>SHIFT EXTRA DUTY FOR 06 MONTHS</u></b>	
<b>ELIGIBLE DAYS:</b>	<b>SL:</b>
_____	_____
<b>AM (Pers.)</b>	<b>Dealing Staff</b>
_____	
<b>Manager (Personnel)</b>	

S.L.	Month of 20.....	(1) Govt. Holiday	(2) Hartal	(3) Transport Disruption	Total
01	January				
02	February				
03	March				
04	April				
05	May				
06	June				
07	July				
08	August				
09	September				
10	October				
11	November				
12	December				
<b>GRAND TOTAL:</b>					

Thanks.

Yours Faithfully,

Signature :

Name :

Designation :

Group :

Group Change & Date (If any):

<b>Forwarded by:</b>	_____	<b>Approved by:</b>	_____
	<b>Manager/AGM</b>		<b>(DGM/GM)</b>