

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 of 1st January, 20..... to 31st December, 20..... at your earliest convenient.

<u>JANUARY - DECEMBER</u>
SL: _____
ELIGIBLE DAYS:

Dealing Staff
AM (Pers.) _____

S.L.	Month of 20....	(1) Govt. Holiday	(2) Transport Disruption	(3) Hartal	(4) Weekly Holiday/ Shift Rest day	(5) Overstay	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						
GRAND TOTAL:							

****Shift personnel fill up column no. (4) & (5) only.**

Thanks.

Yours Faithfully,

Signature :

Name & Designation:

Group (If in Shift):

Forwarded by: _____ <div style="text-align: center;">(AGM)</div>	Approved by: _____ <div style="text-align: center;">(DGM/GM)</div>
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