

DEEN DAYAL UPADHYAYA COLLEGE

(University of Delhi)

Bill for Overtime / Conveyance Allowance for the month of

S.No.	Name	Designation	Date on which overtime work performed	Hours of overtime work performed by the Employee	Amount of overtime allowance claimed (Rs.)	Payment Received
1.						
2.						
3.						
4.						
5.						
Total :						

Dealing Assistant

Section Officer (Accts.)

Admin. Officer

Bursar

Principal

CERTIFICATE

(to be given by the concerned Branch Incharge)

Certified that the names of the employees mentioned overleaf had not received any other remuneration / conveyance charge, for the time/date mentioned against each, nor they will do so.

Signature of concerned Incharge

Name:.....

Designation.....

.....
For Office use only

Timings and date(s) in respect of each claimant verified from Bio-metric Attendance report.

Administration