



**NATIONAL UNIVERSITY 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