

PDPM Indian Institute of Information Technology Design and Manufacturing, Jabalpur

Name of Discipline / Section:

Date:

Format for approval of Extra Duty for claiming Conveyance Allowance / Compensatory Off. (To be obtained in advance)

It is proposed to detail the under mentioned staff to work on holidays on from am to pm.

Sr. No.	Name	Designation	Details of extra work assigned to each staff member in quantifiable term & approximate time needed to clear it	Has the person completed his work assignment during previous days? YES / NO	Is the work of regular / routine nature? YES / NO	Justification for recommending conveyance allowance for routine work

Certified that the above staff members are eligible for CA and are being detailed for disposal of official work which is in the public interest and cannot be postponed till next working day. The proposal may kindly be approved. Certified that the proposal has been made keeping the rules position in mind.

Faculty/Officer in-charge
(Name & Designation)

Approved / Not approved

Dean/Registrar/HOD

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Details of actual days & time of work

Sr. No.	Name	Designation	Dates	Timing of doing assigned work		Total days	Whether assigned work completed YES / NO	Signature of employee
				From	To			

Certified that the persons at Sr. No. , detailed for the work shown on the reverse have physically attended the office on the date and timings shown above and completed the work assigned to him/her/them.

Certified that they cannot be sanctioned compensatory off in the above mentioned dates.

Faculty/Officer in-charge
(Name & Designation)

Sanctioned / not sanctioned

Registrar / Director

To AR (F&A) for payment.