

OVER TIME SLIP

Name of employee <input style="width: 95%;" type="text"/>	ID <input style="width: 95%;" type="text"/>	Post <input style="width: 95%;" type="text"/>				
Department <input style="width: 95%;" type="text"/>	OT Hours	Total Over Time Hours				
Over time date	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 25%;">From</td><td style="width: 25%;">To</td><td style="width: 25%; text-align: center;">=</td><td style="width: 25%;"></td></tr></table>	From	To	=		<input style="width: 95%;" type="text"/>
From	To	=				
Reason for over time <input style="width: 95%;" type="text"/>	Over time payment <input style="width: 95%;" type="text"/>	Remark <input style="width: 95%;" type="text"/>				
Department Head	HR Head	A/c Head				



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