

**From:**

Date: \_\_\_\_\_

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Branch: \_\_\_\_\_

To

The Manager / Chief Manager / Asst., General Manager,  
State Bank of Hyderabad,

\_\_\_\_\_ Branch,

Dear Sir,

**RE: PAYMENT OF OVERTIME WAGES W.E.F. 10.11.2016.**

I have to state that, I have worked for extra hours during the demonetization process declared by Government of India. Particulars of extra hours are as under:

DATE	WORKED FROM	TO	NORMAL WORKING HOURS	HOURS ELIGIBLE FOR OVER TIME
10.11.2016				
11.11.2016				
12.11.2016			HOLIDAY	
13.11.2016			HOLIDAY	
14.11.2016			HOLIDAY	

As per the provisions of Bipartite Settlement, I am eligible for the Overtime, which may kindly be sanctioned.

Thanking you,

Yours faithfully,

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Copy to: 1) The Asst., General Manager, Region - \_\_\_\_\_

2) SBH Staff Association, Central Office, Hyderabad.

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**Guidelines for claiming overtime.**

01. Members are requested to claim overtime as per the authentication done by authorized person in the attendance register.
02. If the attendance is not authenticated by the officer concern, for any reason, log in and log out in CBS should be taken into account for claiming overtime.
03. As of now overtime should be claimed w.e.f. 10.11.2016 to 30.11.2016.
04. Unfortunately the management has not assured to pay the actual number of hours we have worked, but as per the provisions of bipartite we are claiming the overtime as a matter of our right.