



SOBHASARIA

GROUP OF INSTITUTIONS

ACCREDITED BY NBA & IAO, APPROVED BY AICTE / RTU, KOTA

APPLICATION FOR OVERTIME

To
The HR Manager
Sobhasaria Group of Institutions,
Sikar

Subject: Application for overtime

Sir,

As above mentioned subject, I have worked in the college in extra time. The details are as follows:

Date :

Work :

Time from..... To total extra time

You are requested to consider the overtime for the above work.

Name: -

Department:-.....

(Sanctioning Authority)