

**SOUTH EASTERN UNIVERSITY OF SRI LANKA**  
**APPLICATION FOR PRIOR APPROVAL FOR WORKING OVERTIME**

- NB 01. Overtime should be recommended only if the work could not be performed during normal working hours.
02. Prior approval should be sought before the commencement of the respective month. Prior approval form should be annexed to the payment voucher when submitted to the finance branch
03. Approval for overtime over 40 hrs./month should be obtain from Vice - Chancellor or recommendation of Registrar / Dean of faculties.

Month:  
Month & Year:

01. Name of employee :-----
02. Designation :-----
03. Department :-----
04. Particulars of work proposed to be done on overtime for the month

Date	From	To	Description of work	No. of Hours

Total number of hours  
Nos. of hours previously approved total Nos. of hours for the month.

Date:-----

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Signature of Applicant

**Recommendation of Head of Department**

Reason for working outside normal hours:  
Total number of hours overtime recommended for the month:  
Whether sufficient funds are available:

Date:-----

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Signature of Head/

**Recommended / Not Recommended / Approved**

Date:-----

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Signature of Dean/Faculty of

**Recommended / Not Recommended / Approved**

Date:-----

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Signature of Registrar

**Recommended / Not Recommended / Approved**

Date:

**Vice Chancellor**