



Performa to Claim Extra Duty Allowance (EDA)

Name of Employee:	
Pay Group:	
Employee Code:	
Department:	
Reporting to:	

Date	Time In	Time Out	Amount PKR	Reason for attending the office on a holiday, Saturday or Sunday
Total Amount:			Total Amount in Words: Only	

Terms and Conditions:

- Approval: Employees must secure written approval from their Department Head/Wing before commencing any extra duties.
- Clear Justification: The purpose of the extra work must be explicitly mentioned in a written application signed by the employee and endorsed by the Department/Wing Head.
- Maximum Allowance: Employees may claim up to a maximum of four EDA allowances per month.
- Claim Review: The HR & Admin Department will oversee and resolve any discrepancies related to EDA claims.
- Non-Mandatory Nature: The EDA is not a mandatory entitlement, and the organization reserves the right to approve or reject claims at its discretion.
- Payment Processing: EDA will be included in the monthly salary and will be subject to applicable taxes and deductions in accordance with tax laws. Approved claims for the previous month must be submitted to the HR department by the 15th of each month to ensure their inclusion in the following month's salary.
- False Claims: Any false claims or violations of the policy will lead to disciplinary action, including withholding payment or imposing other penalties.
- Supervisor Responsibility: Supervisors are responsible for ensuring that the EDA policy is applied fairly and consistently.
- Policy Amendments: The organization reserves the right to amend the EDA policy terms and conditions with prior notice.

Signed by the applicant: <small>I hereby certify that the information provided above is accurate to the best of my knowledge. I understand that any discrepancies or ambiguities may result in the rejection of my claim at the organization's discretion</small>	
Attendance verified by HR Department:	
Recommended by:	
Approved by the Chief Executive Officer:	