**FORM P10: OVERTIME CLAIM FORM**

GAO 8.1.5 (casuals) and 10.4.2 (permanent)

### Overtime Payment is only paid to - posts below increment six level 9 only

|  |  |  |  |
| --- | --- | --- | --- |
| Ministry/Department: |  | | |
| Name of officer: |  | | |
| Post Level Salary: | Post: | Level: | Salary: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Nature of Work | Hours | Rate | Amount $ |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  | TOTAL |  |

Name of authorising officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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