



TRAVEL ADVANCE CLEAR FORM

Cash Advance	Chit Ro Ro Mm, Nyan Sone Myad		
Employee Name	Winn Hyan	Estimated Date of Travel	16.1.2025 to 26.2.25
Position Rank	Senior Mechanic, STSP	Total Day	42 days
HR/HR/ESV Dept	RS Service	Description	
Purpose	Work Site System & SW System in Nyan-U, Chack.		

Travelling Permit			
Arrival Place	Nyan-U - Chack		
Actual Date & Time of Travel	16.1.2025 to 26.2.25		
Total Day	42 days		
HR Name	Shwe Aung Hmon		
HR Sign			
BCEI Authorized Person Name	Thu Thu Myay		
BCEI Authorized Person			

Advance Clear		Total Day	42 days
Actual Date & Time of Travel	16.1.25 to 26.2.25	Arrival Date & Time	26.2.25
Departure Date & Time	16.1.25		
Date	Description	Total Amount	
		Kyats	USD
16.1.25 to 26.2.25	TA Charges Fee Nyan Sone Myad (42 days x 15,000)	630,000	1,000
16.1.25 to 26.2.25	TA Charges Fee Winn Hyan (39 days x 15,000)	585,000	900
24.1.25 to 26.2.25	TA Charge Fee Chit Ro Ro Mm (34 days x 15,000)	510,000	750
	Guest House Charges (Chack Installation)	225,000	3.5
	Bus ticket	118,000	1.8
	Taxi Charges	75,000	1.1
Total Expense (Kyats/USD)		2,138,000	33.2
Cash Advance (Kyats/USD)		120,000	1.8
Balance Refund/Additional (Kyats/USD)		918,000	14.1

Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	E. Chwe Phyo	Admin	20.3.25	
Approved By Dept Head	Aung Ro Ro Oo	ADH	20.3.25	
Approved By GM/AGM/COO	Phyo Thu	AGM	21.3.25	
Acknowledged by related Superior for Job Report	U Aye Mon Htoon			
HR Check & Approved	Nyan E. E. Khara	HR	21.3.25	
Cash Received				

Remark



Mandalar Min Express ^{TA}

Ph: 09-429291000, 09-402753313

From (Bagan) to (Yangon)

အမည် Ko Win Kyaw Date 21. Feb. 2025

Seat No. 41 Amount 31000

Departure Time 5:00 PM Arrive Time _____

ယာဉ်ပစ္စည်းကုန်ပို့ဆောင်ရေး(ပတ်ဝန်းကျင်ထိခိုက်မှုမရှိအောင်) ကြိုတင်ရောက်ရှိပါ။ သတ်မှတ်ချိန်ကျော်လွန်ရောက်ရှိခဲ့ပါက သင့်အား တောင်းခံပါမည်။

EXPRESS

အဆင့်မြင့် ဝေးလည် ပို့ဆောင်ရေး

ရန်ကုန် = ပြင်စည် = နွားထိုးကြီး = မြင်းခြံ

ရန်ကုန် = မရိုင် = တောင်သာ = မြင်းခြံ

ရန်ကုန် = ကျောက်ပန်းတောင်း = ပုဂံ, ညောင်ဦး = ပခုက္ကူ



Name အမည် ကို ချစ်ကို ကို ၁၆၆၂	Destination ခရီးစဉ် ၃၁၃ - ၅၂၈	Contact Ph; No ဆက်သွယ်ရန် ဝန်း
Seat No ထိုင်ခုံအမှတ် 33	Departure Date ခရီးသွားမည့်နေ့ 26-2-25	Departure Place ထွက်ခွာမည့်နေရာ ပုဂံဗွေပြည်
Ticket Fare လက်မှတ်တန်ဖိုး ၂၅၀၀၀	Departure Time ယာဉ်ထွက်ချိန် 8:00 AM	Agents Signature အရောင်းဌာနလက်မှတ်

- Yangon (ရန်ကုန်ရိတ်) 09 - 45 111 0001, 45 111 0002
75 111 0001, 75 111 0002
- Myingyan (မြင်းခြံရိတ်) 09 - 45 111 0004, 75 111 0004
- Nyaung Oo (ညောင်ဦးရိတ်) 09 - 45 111 0005, 75 111 0005
- KyaukPaDaung (ကျောက်ပန်းတောင်းရိတ်) 09 - 2608 66665, 7908 66665
- Pakokku (ပခုက္ကူရိတ်) 09 - 2608 66667, 7908 66667

(Handwritten signature)

15019 OK EXPRESS

Bus() အဆင့်မြင့် ဝေးလည် ပို့ဆောင်ရေး

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Name အမည် ကို ကျော်စွာမြင့်	Destination ခရီးစဉ် ၃၁၃ - ၅၂၈	Contact Ph; No ဆက်သွယ်ရန် ဝန်း
Seat No ထိုင်ခုံအမှတ် 34	Departure Date ခရီးသွားမည့်နေ့ 26-2-25	Departure Place ထွက်ခွာမည့်နေရာ ပုဂံဗွေပြည်
Ticket Fare လက်မှတ်တန်ဖိုး ၂၅၀၀၀	Departure Time ယာဉ်ထွက်ချိန် 8:00 AM	Agents Signature အရောင်းဌာနလက်မှတ်

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- Pakokku (ပခုက္ကူရိတ်) 09 - 2608 66667, 7908 66667

EXPRESS

ဆင့်ဖြင့် ဝရီးသည် ဝိုဆောင်ရေး

ရန်ကုန် = ပြင်စည် = ရွာထိုးကြီး = မြင်းခြံ

ရန်ကုန် = မလှိုင် = တောင်သာ = မြင်းခြံ

ရန်ကုန် = ကျောက်ပန်းတောင်း = ပုဂံ, ညောင်ဦး = ယခုထူး



လိုကျော်စွာမြင့် ဆိုင်နံပါတ်	Destination ဝရီးစဉ် ၃၁၃ - ၃၀၈	Contact Ph; No ဆက်သွယ်ရန် ဝန်း
34	Departure Date ဝရီးသွားမည့်နေ့ 26-2-25	Departure Place ထွက်ခွာမည့်နေရာ ရန်ကင်းမြို့
28000	Departure Time ယာဉ်ထွက်ချိန် 8:00AM	Agents Signature အရောင်းဌာနလက်မှတ်

Yangon (ရန်ကင်းရိတ်)
 09 - 45 111 0001, 45 111 0002
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 09 - 2608 66667, 7908 66667

Issue Date: 18-Mar-2025

Taxi (Bus, Motorcycle, 3-wheel etc...) Charge Form

No	Date	Holding Business	Department	Name	Rental Purpose	Departure Time	Start Location	End Location	Claim Amount	Allowed Amount	Status	Remarks
1	2025-01-24	Renewable Energy	Service	Chit Ko Ko Min	60kW Solar System installation in Nyaung-U	06:00	12 Thama	Aungmyingalar Highway	25,000	25,000	GA Manager Approved	Package#1
2	2025-02-21	Renewable Energy	Service	Win Kyaw(2)	60kW Solar System installation in Nyaung-U	06:00	Aungmyingalar Highway	Pinlo Zay	23,000	23,000	GA Manager Approved	BD ASEM Called Back, Package#1
3	2025-02-26	Renewable Energy	Service	Chit Ko Ko Min, Kyaw Swar Myint	60kW Solar System installation in Nyaung-U	19:00	Aungmyingalar Highway	Bogyoke-12Thama	27,000	27,000	GA Manager Approved	Package#-2, Tools Item-1, Special tools Item-1



TRAVELLING REPORT

Date: 18.8.25

Report To	Aung Ko Ko Co	
Employee Name	Chat Ko Ko Ma, Kyaw Swee Myint, Wen Hpa	
Position	Senior Mechanic, STDP, Mechanic Helper	
Department	Service	
Business	RE	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	16.1.25	26.2.25
Total Days	42 days ✓	
Trip Information	1. From Yaw To Nyaung-U	
	2. From Nyaung-U To Chaik	
	3. From Nyaung-U To Yaw	
Purpose For Travelling	60 kw Solar System & 5 kw Extension Solar System Installation in Nyaung-U - Chaik.	
Travel Date	Activities	Remark
	Daily report attached by below.	

Reported by
 Sign :
 Name : Chat Ko Ko Ma
 Position : Kyaw Swee Myint
 Wen Hpa
 Senior Mechanic
 STDP
 Mechanic Helper

Checked by
 Sign :
 Name : Aung Ko Ko Co
 Position : ADH
 (DH/AGM/GM)

Approved by
 Sign :
 Name : U Aye Mon Htoon.
 Position :
 (COO)
 22/3/25

05-CIIL-HRM-FRM-064-01

Installation ,
 Target . 60KW (NGU)
 Work day ⇒ STDP - 30 days.

10kw . (Chaik),
 STDP - 7 days . = 37 day
 + Continuous working days . = 42 (Actual).
 = 1 days + Other 4 days -
 Training . (Before leader arriving).

Proper Lead Time -
 pass.

	Date	Status	Job Types/Number
1	16.1.25	Attend	Test Earthing at Bagan View and it was 1.56 ohms. Upgraded the firmware version 3.05C (red light) 200Ah classic version. Carried Battery and 8pcs of 550W solar panels for Kyaukpadaung customer.
2	17.1.25	Attend	Checked the 120pcs of solar panels, 16pcs of batteries, 2 racks, 80 rails, 8 metal trunking, 2 control boxes and accessories delivered from yangon to KST 60kW HV
3	18.1.25	Holiday	Show ML 5kW and 10kW inverter on display board at Nyaung-Oo branch. Site survey to Bangan angel at Nyaung-Oo.
4	19.1.25	Holiday	Set up L-feet on the roof of the KST organic farm.
5	20.1.25	Attend	Set up L-feet on the roof of KST site building. Cut the rails and install rails on L-feet at
6	21.1.25	Attend	Cut the rails and install rails on L-feet for 60 solar panels at KST 60kW site.
7	22.1.25	Attend	Installed 57pcs of solar panels on KST 60kW HV site.
8	23.1.25	Attend	Go and take things from yangon to nyaung-oo for KST site. Checked and refixed the breaker at kanhtooshin hotel.
9	24.1.25	Attend	Make Earthing system and test ohms at KST site. It was 1.18 ohms.
10	25.1.25	Attend	Make Earthing system and test ohms at KST site. It was 1.18 ohms.
11	26.1.25	Holiday	Make Earthing system and test ohms at KST site. It was 0.99 ohms.
12	27.1.25	Attend	Went to chauk from Nyaung-Oo. Set up L-feet and rails on Ko Zin Lin Paing site. Installed inverter at that site.
13	28.1.25	Attend	Installed 8pcs of solar panels on the roof of ko Zin lin paing site. Made piping and down to solar cables from roof top to ground.
14	29.1.25	Holiday	Set up trunking for AC input, output and solar cables. Made hole for cable way. Set up DC panels, fuse, SPD and DC breaker at Ko Zin Lin Paing 5kW extension site.
15	30.1.25	Attend	Made Trunking Way for AC inputs, outputs and solar cables. Made cable lugs and joined battery cable from breaker to busbar, breaker to inverter. Import AC Cables Grid and Load port to breaker. Cabling Load and solar at Ko Zin Lin Paing Site.
16	31.1.25	Attend	Joined MC4 and earth cable for solar. Run AC cables for grid import. Test run with load and it was ok. Measure remaining cables and noted.
17	1.2.25	Holiday	Went to Nyaung-Oo from Chauk.
18	2.2.25	Holiday	Set up L-feet on the roof at KST 60kW HV site.
19	3.2.25	Attend	Cut and set up rails for 60pcs of solar panels on the roof of KST 60kW site.
20	4.2.25	Attend	Installed 60pcs of solar panels on the roof of KST 60kW site.
21	5.2.25	Attend	Went to Nyaung U Bus station near downtown for bringing AC/DC electrical distribution panel 2pcs. -We made 5S for tools to ready installation. We connected the MC4 each other solar panel.
22	6.2.25	Attend	Went to Shwe Mandalay Bus Station to sent 5kW inverter back. Set up End-Clamp for 60 pcs of solar panels. Measure the length of the solar cables for 8 string. Measure the ohms with earth tester and it was 0.93 ohms.
23	7.2.25	Attend	Made 2pcs of battery racks for 16 batteries. Made MCCB breaker boxes and bus bar to
24	8.2.25	Attend	Installed metal trunking for AC input, output and solar cables. Set up DC breaker boxes and bus bar boxes for Inverters. Measure earth cables.
25	9.2.25	Holiday	Make holes for cable way at metal trunking. Made cable lugs Bus bar to inverter and battery at KST site.
26	10.2.25	Attend	Made and cut metal trunking, set up. Measure and cut the AC load cable for inverter 1 and Inverter 2, and set up at KST HV site.
27	11.2.25	Attend	Made MC4 and cabling solar cable from DC panel to inverter 1 and inverter 2. Joined AC cables from AC panel to Change over.

30	12.2.25	Holiday	Measure and cut solar cables at KST site.
	13.2.25	Attend	Buy pipe for solar cable ways. Joined AC inputs and outputs for two inverters at KST
	14.2.25	Attend	Run solar cable way, and put them by string. Made MCA and joined. Joined grounding lugs and connect earth cables at KST site.
31	15.2.25	Holiday	Measure and cut solar cables at KST site
32	16.2.25	Holiday	Buy pipe for solar cable ways. Joined AC inputs and outputs for two inverters at KST
33	17.2.25	Attend	Run solar cable way, and put them by string. Made MCA and joined. Joined grounding lugs and connect earth cables at KST site.
34	18.2.25	Attend	Joined cables for AC inputs. Connect earth rods and cover earth pits. Make MCA for solar 8 strings. Cut load cables and run. Earth cable looping at KST site.
35	19.2.25	Attend	Joined AC output cables at change over switch. Joined strings and test with clamp meter and it was ok. Make trunking covers and put batteries into racks. Test the charging to batteries with solar at KST site.
36	20.2.25	Attend	Put 4 wires at customer change over. Cover the metal trunking at KST Site. Test run
37	21.2.25	Attend	Collect the tools and other accessories at KST site. Test run with load and watch the system and it was ok.
38	22.2.25	Attend	Do knowledge sharing training for battery firmware upgrade for Nyaung-Oo branch sales and service. Went to KST site and meet electrician for EPC input. Watch the load condition at KST site.
39	23.2.25	Holiday	Buy the bus bar box panel cover and install it. Put the 4 wires into the change over switch for AC inputs. Watch the system and the electricity does not come on, for that we did not measure the phase sequence.
40	24.2.25	Attend	Went to KST site and watch the EPC comes on or not for charging but it did not come on until after 5:30 pm, so we did not test and charge with EPC.
41	25.2.25	Attend	Cleaned the inverters room and collect tools at KST site. For charging test with EPC, we are watching the electricity comes on, when it comes, one line is out and we did not test and charge with EPC.
42	26.2.25	Attend	Went to Yangon from Nyaung-Oo.