



CASH CLAIM FORM

Date : 26.1.24

BU/BR/Division : Reman

Department : Production

Issue Amount : 192,000 Kyats / USD

Budget include (or) Not :

Yes [x] Budgeted Title and Amount :
No [ ] Reasons for :

Required For: Phorkant OT (6.12.24 / 7.12.24)
မှတ်ချက်။
(၁) အဆင့်ဆင့်သက်ဆိုင်ရာတာဝန်ရှိသူကြီးမင်းများအားလုံး သေချာစွာစစ်ဆေးစစ်ဆေးတွက်ချက်ပြီးထားသော ငွေပမာဏဖြစ်ရပါမည်။
(The amount requested must be properly calculated, checked and verified by respective authorized person)
(၂) ထုတ်ယူငွေနှင့် ပတ်သက်၍ အမှားအယွင်း၊ လိမ်လည်မှု နှင့် အလွဲသုံးစားမှု တစ်စုံတစ်ရာ ရှိခဲ့ပါက၊ သက်ဆိုင်ရာ တာဝန်ရှိစစ်ဆေးအတည်ပြုသူက အပြည့် အဝ ပြန်လည်ရရှိအောင် တာဝန်ယူ ဆောင်ရွက်ပေးရမည်
(If there is errors, frauds or misappropriation, the authorized person must take full responsibility to recover the loss)

Request By: Shwe Bin, Requester
Checked By: Ka Phgo, Mgr/DH
Checked By: Khin Sue Win, Finance & Account
Approved By: Aung Han Win, GM/AGM/COO
Approved By: Tele approved, CMC/CEO/Chairwoman

## OVERTIME REQUEST FORM

BU/BR/Div Name : Reman  
 Department : Production  
 Reason for Overtime : EG 460816, 16988, Pipe installation and filter installation.

No	Date	Name	Rank	Time		Hours	Amount	Remark	
				From	To				
	6-12-24	Kyaw Khaing Oo		8:00am	5:00pm	8hr	9600		
	6-12-24	Pyae Phyaw Kyaw		8:00am	5:00pm	8hr	9600		
	6-12-24	Swan Htet Naing		8:00am	5:00pm	8hr	9600		
	6-1-24	Naing Min Thant		8:00am	5:00pm	8hr	9600		
	6-1-24	Si Thu Aung		8:00am	5:00pm	8hr	9600		
	6-1-24	Hein Min Htet		8:00am	5:00pm	8hr	9600		
	6-1-24	Min min Zaw		8:00am	5:00pm	8hr	9600		
	6-1-24	Tin Lin ko		8:00am	5:00pm	8hr	9600		
	6-1-24	Thara Aung		8:00am	5:00pm	8hr	9600		
<b>Total Hours</b>								<b>86400</b>	
<b>Total Amount</b>									

Prepared By  
Jin  
 Name: Shwe Sin

Knownledged By  
[Signature]  
 Name: ko Phyaw

Approved By  
 (GM/AGM/COO)  
[Signature]  
 Name: Aung Hein Win

Recd. by HR  
[Signature]  
 Name: Nanda Aye  
 05-CHL-HRM-FRM-020



# OVERTIME REQUEST FORM

BU/BR/Div Name

: Reman

Department

: Production

Reason for Overtime

: Hydraulic Gear oil filling, Solenoid warning installation.

No	Date	Name	Rank	Time		Hours	Amount	Remark	
				From	To				
	6-1-24	Aung Nang Mya		8:00 am	5:00 pm	8hr	9600		
	7-1-24	Kyau Khing Oo		8:00 am	5:00 pm	8hr	9600		
	7-1-24	Pyae Pyae Kyau		8:00 am	5:00 pm	8hr	9600		
	7-1-24	Swan Htet Nwain		8:00 am	5:00 pm	8hr	9600		
	7-1-24	Nwain Min Thant		8:00 am	5:00 pm	8hr	9600		
	7-1-24	Si Thu Aung		8:00 am	5:00 pm	8hr	9600		
	7-1-24	Hein Min Htet		8:00 am	5:00 pm	8hr	9600		
	7-1-24	Min Min Zaw		8:00 am	5:00 pm	8hr	9600		
	7-1-24	Tin Lin Ko		8:00 am	5:00 pm	8hr	9600		
<b>Total Hours</b>								86,400	
<b>Total Amount</b>									

Prepared By

*Jin*

Name: *Shwe Sin*

Knownledged By

*Ka Phyo*

Name: *Ka Phyo*

Approved By  
(GM/AGM/COO)

*Aung Heinwin*

Name: *Aung Heinwin*

Check By HR

*Nandar Aye*

Name: *Nandar Aye*

