



### OVERTIME REQUEST FORM

BU/BR/DIV Name : ATT  
 Department Name : Production + Service  
 Reason for Overtime : (2.12.2024 to 14.12.2024)

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
	2.12.24	Maung Aung	✓	5:00 PM	7:30 PM	2:30	3000	Welding
		Zin Maung Ko	✓	5:00 PM	6:00 PM	1:00	1200	"
		Aung Kyaw Myint	✓	5:00 PM	7:30 PM	2:30	3000	Machine
		Arker Min	✓	"	"	2:30	3000	Delivery
		Aung Ko Ko	✓	"	"	2:30	3000	"
		Pyae Phyo Aung	✓	"	"	2:30	3000	"
		Win Nang	✓	"	"	2:30	3000	Disassemble the
		Htet Pyae Phyo Kyaw	✓	5:00 PM	6:00 PM	1:00	1200	wire harness
		Nay Htet Win	✓	5:00 PM	7:00 PM	2:00	2400	DFGO-1826 helping
Total Hours							27800	
Total Amount								

Requested by: *Thinzar Moe Htet*  
 Sign: *[Signature]*  
 Name: *Thinzar Moe Htet* (Requestor)

Approved by: *Ko Myint Moe Aung*  
 Sign: *[Signature]*  
 Name: *Ko Myint Moe Aung* (DH)

Approved by: *Ko Maung Maung*  
 Sign: *[Signature]*  
 Name: *Ko Maung Maung* (GM/AGM/COO)

Checked by: *Zin Mar Win*  
 Sign: *[Signature]*  
 Name: *Zin Mar Win* (HR)

05-CHL-HRM-FRM-020-05



### OVERTIME REQUEST FORM

BU/BR/DIV Name : ATT  
 Department Name : Production + Service  
 Reason for Overtime : (2.12.2024 to 14.12.2024)

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
	2.12.24	Win Min Aung	✓	5:00 PM	6:30 PM	1:30	1800	DFGO-1826
		Zin Min Aung	✓	"	"	1:30	1800	Painting
	3.12.24	Aung Kyaw Myint	✓	5:00 PM	6:00 PM	1:00	1200	Generator
		Arker Min	✓	"	"	1:00	1200	Repair
		Aung Ko Ko	✓	"	"	1:00	1200	
	2.12.24	Pyae Sone Nang	✓	5:00 PM	6:30 PM	1:30	1800	Radiator
		Yi Wai Yan	✓	"	"	1:30	1800	changing
Total Hours							10800	
Total Amount								

Requested by: *Thinzar Moe Htet*  
 Sign: *[Signature]*  
 Name: *Thinzar Moe Htet* (Requestor)

Approved by: *Ko Myint Moe Aung*  
 Sign: *[Signature]*  
 Name: *Ko Myint Moe Aung* (DH)

Approved by: *Ko Maung Maung*  
 Sign: *[Signature]*  
 Name: *Ko Maung Maung* (GM/AGM/COO)

Checked by: *Zin Mar Win*  
 Sign: *[Signature]*  
 Name: *Zin Mar Win* (HR)

05-CHL-HRM-FRM-020-05



### OVERTIME REQUEST FORM

BU/BR/DIV Name : ATT  
 Department Name : Production + Service  
 Reason for Overtime : (2.12.2024 to 14.12.2024)

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
	4.12.24	Aung Kyaw Myint	✓	5:00 PM	6:00 PM	1:00	1200	Engine overhaul
		Pyae Phyo Aung	✓	u	u	1:00	1200	u
		Maung Aung	✓	u	u	1:00	1200	Welding
		Zo Mgo Ko	✓	u	u	1:00	1200	u
		Win Naing	✓	u	u	1:00	1200	We check around
		Htet Pyae Phyo Kyaw	✓	u	u	1:00	1200	the machine and
		Chit Zaw Oo	✓	u	u	1:00	1200	check wire line
		Aung Ko Ko	✓	u	u	1:00	1200	u
	5.12.24	Pyae Zone Htin Lin	✓	5:00 PM	6:00 PM	1:00	1200	u
						Total Hours		
						Total Amount	10800	

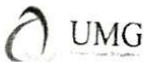
Requested by Sign: *hize*  
 Name: Thinzar Moe Htet (Requestor)

Approved by *Ky*  
 Name: Ko Myint Moe Aung (DH)

Approved by *M*  
 Name: Ko Maung Maung (GM/AGM/COO)

Checked by *Zin*  
 Name: Zin Mar Win (HR)

05-CHL-HRM-FRM-020-05



### OVERTIME REQUEST FORM

BU/BR/DIV Name : ATT  
 Department Name : Production + Service  
 Reason for Overtime : (2.12.2024 to 14.12.2024)

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
	5.12.24	Maung Aung	✓	5:00 PM	6:00 PM	1:00	1200	Welding
		Win Naing	✓	u	u	1:00	1200	We check around
		Htet Pyae Phyo Kyaw	✓	u	u	1:00	1200	the machine and
		Chit Zaw Oo	✓	u	u	1:00	1200	wire harness
		Aung Ko Ko	✓	u	u	1:00	1200	u
		Zin Min Aung	✓	u	u	1:00	1200	Painting
		Win Min Aung	✓	u	u	1:00	1200	MH8813-3402
		Aung Kyaw Myint	✓	u	u	1:00	1200	Engine overhaul
		Pyae Phyo Aung	✓	u	u	1:00	1200	u
						Total Hours		
						Total Amount	10800	

Requested by Sign: *hize*  
 Name: Thinzar Moe Htet (Requestor)

Approved by *Ky*  
 Name: Ko Myint Moe Aung (DH)

Approved by *M*  
 Name: Ko Maung Maung (GM/AGM/COO)

Checked by *Zin*  
 Name: Zin Mar Win (HR)

05-CHL-HRM-FRM-020-05



### OVERTIME REQUEST FORM

BU/BR/DIV Name : ATI  
 Department Name : Production + Service  
 Reason for Overtime : (2.12.2024 to 14.12.2024)

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
	6.12.24	Aung Kyaw Myint	✓	5:00 PM	6:00 PM	1:00	1200	trated run
		Pyae Phyo Aung	✓	"	"	1:00	1200	"
	10.12.24	Aung Kyaw Myint	✓	5:00 PM	6:30 PM	1:30	1800	operation test
		Pyae Phyo Aung	✓	"	"	1:30	1800	run
Total Hours							6000	
Total Amount								

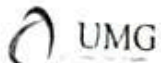
Requested by  
 Sign :   
 Name : Thinzar Moe Htet  
 (Requestor)

Approved by  
  
 Ko Myint Moe Aung  
 (DH)

Approved by  
  
 Ko Maung Maung  
 (GM/AGM/COO)

Checked by  
  
 Zin Mar Win  
 (HR)

05-CHL-HRM-FRM-020-05



### OVERTIME REQUEST FORM

BU/BR/DIV Name : ATI  
 Department Name : Production + Service  
 Reason for Overtime : (2.12.2024 to 14.12.2024)

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
	11.12.24	Aung Kyaw Myint	✓	5:00 PM	6:00 PM	1:00	1200	operation tested
		Pyae Phyo Aung	✓	"	"	1:00	1200	run
	14.12.24	Aung Kyaw Myint	✓	5:00 PM	6:00 PM	1:00	1200	order Delivery
		Win Naing	✓			1:00	1200	"
Total Hours							4800	
Total Amount								

Requested by  
 Sign :   
 Name : Thinzar Moe Htet  
 (Requestor)

Approved by  
  
 Ko Myint Moe Aung  
 (DH)

Approved by  
  
 Ko Maung Maung  
 (GM/AGM/COO)

Checked by  
  
 Zin Mar Win  
 (HR)

05-CHL-HRM-FRM-020-05

6:36

97%

Ko Aye Min Htoon  
last seen recently

Hi ဆရာ

Total show customer  
MT804(Used)  
4088

Starter Motor repair=100000  
Radiator clean=45000  
Operator seat repair=140000  
Tie Rod=100000  
Cylinder seal=100000  
Belt=50000  
Key switch=100000  
Hand lever rope, throttle rope, stop  
rope=80000  
Clutch plate and repair=350000

Total Estimate charges=1065000/- ခန့်  
ထုတ်ယူ ခွင့်ပြုပါဆရာ

Prospect ရှိပီး ပြုမို့ အဆင်ပြေတာ ဒီ တစ် စီးပဲ အ  
မြန် ဆုံး မို့ပါ ဆရာ 4:25 PM ✓

Hi ဆရာ

Overtime charges  
Production & Service

Man Power=15 person

Period=2.Dec.24 to 14.Dec.24

Overtime charges=66000/- ခန့် Claim နဲ့  
ခွင့်ပြုပါ ဆရာ edited 4:38 PM ✓

6:36

97%

Ko Aye Min Htoon  
last seen recently



Aung Kyaw Thu  
Hi ဆရာ To show customer DF60(Used) 190...  
Please proceed advance MMK 2,500,000.  
5:40 PM

Aung Kyaw Thu  
Hi ဆရာ To show customer MT354E(Used) 1...  
Please proceed advance MMK 2,000,000.  
5:41 PM

Aung Kyaw Thu  
Hi ဆရာ Total show customer MT804(Used)...  
Please proceed advance MMK 1,065,000.  
5:42 PM

Aung Kyaw Thu  
Hi ဆရာ Overtime charges Production & Ser...  
Please proceed MMK 66,000.  
5:43 PM

Aung Kyaw Thu  
Hi ဆရာ Used Machine Cus=U Win Naing M...  
Please proceed MMK 350,000.  
5:43 PM

Message

Message