

OVERTIME REQUEST FORM

BU/BR/DIV Name : ISBU

Department Name : Service

Reason for Overtime : For regular service & cover installation. (15038) ISS/IR/25/01/0036

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	4.1.25	Tim Aung Kyaw	Service Man	8:00 am	4:00 pm	8 Hrs	9600/-	
2.	"	Aung Phyo Oo	Operator	"	"	"	9600/-	
3.	5.1.25	Tim Aung Kyaw	Service Man	"	"	"	9600/-	Backrest
4.	"	Aung Phyo Oo	Operator	"	"	"	9600/-	Delivery to MLM
								install 4 unit Job site
Total Hours						32 hrs	38400/-	
Total Amount								

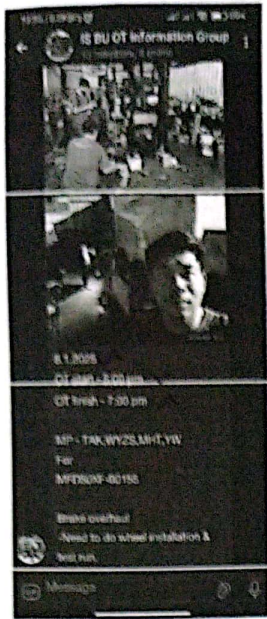
Requested by
Kyaw
 Sign :
 Name : Hnin Wut Yi Kyaw
 (Requestor)

Approved by
[Signature]
 Ye' Ko Ko
 (DH)

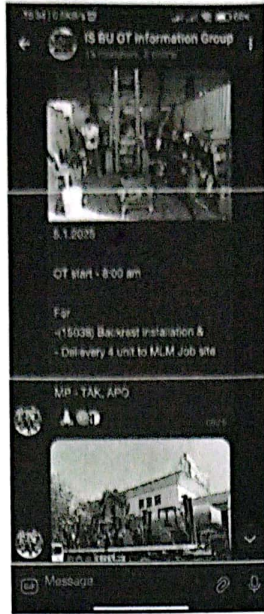
Approved by
[Signature]
 chit san ko
 (GM/AGM/COO)

Checked by
[Signature]
 Thae Nu Wai
 (HR)

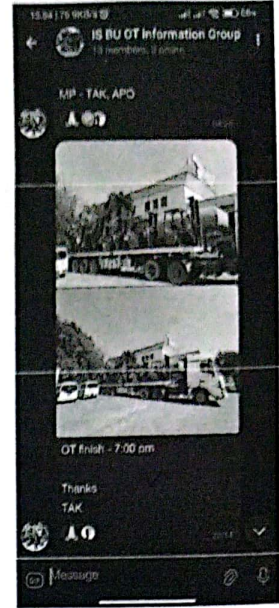
05-CHL-HRM-FRM-020-05



8-1-25



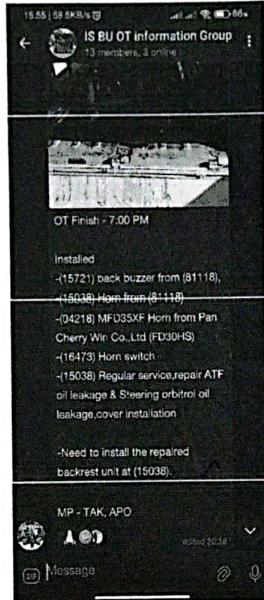
5-1-25



4.1-25



4-1-25



5-1-25

Remark - 18.1.25 မှစ၍ ချက်ပို့ပြီး OT များ Hi5 သုံးရန် Announcement
 - OT ဆင်းသည့် အချိန်တွင် OT ပြီးချိန်များတွင် Evidence photo များတွင်
 Date & time ပါဝင်စေရန်။ ဖုန်း setting များ၌ချိန်ရန်
 - 18.1.25 မှစ၍ ထို Announcement အတိုင်း OT များကို စီစဉ်ဆောင်ရွက်
 သွားပါမည်။

Handwritten signature