



OVERTIME REQUEST FORM

BU/BR/Div Name : Renewable Energy
Department : Service

Reason for Overtime : OT down due for ATS panel location arrangement at Winfood.

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	1-May-25	Win Kyaw		8:00AM	5:00PM	8	12080	
2	1-May-25	Hein Zaw Latt		8:00AM	5:00PM	8	12080	
3	1-May-25	Nyein Ko Ko Win		8:00AM	5:00PM	8	8000	
						Total Hours	24	
						Total Amount	32,160	

Prepared By: *Phway Yu Mon*
 Name: Phway Yu Mon

Knowledge By: *Aung Ko Ko Oo*
 Name: Aung Ko Ko Oo

Approved By (GM/AGM/COO): *Phyo Thu*
 Name: Phyo Thu

Check By HR: *Nyein Ei Ei Khaing*
 Name: Nyein Ei Ei Khaing
 05-CHL-HRM-FRM-020-04



OVERTIME REQUEST FORM

BU/BR/Div Name : Renewable Energy
Department : Service

Reason for Overtime : OT down due for helping at YCC event .

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	4-May-25	Thet Khine Htwe		9:30AM	5:00PM	7	10570	
2	4-May-25	Win Kyaw		9:30AM	5:00PM	7	10570	
3	4-May-25	Nyein Ko Ko Win		9:30AM	5:00PM	7	7000	
						Total Hours	21	
						Total Amount	28,140	

Prepared By: *Phway Yu Mon*
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 Name: Phyo Thu

Check By HR: *Nyein Ei Ei Khaing*
 Name: Nyein Ei Ei Khaing
 05-CHL-HRM-FRM-020-04



OVERTIME REQUEST FORM

BU/BR/Div Name : Renewable Energy
Department : Service

Reason for Overtime : OT down due for inspection at U Sein Win(Papedan)

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	10-May-25	Nay Win Myint		2:00PM	6:00PM	4	6040	
						Total Hours	4	
						Total Amount	6,040	

Prepared By

Knowledgeled By

Approved By
(GM/AGM/COO)

Check By HR

Name: Phway Yu Mon

Name: Aung Ko Ko Oo

Name: Phyo Thu

Name: Nyein Ei Ei Khaing
4/6/25
05-CHL-HRM-FRM-020-04



OVERTIME REQUEST FORM

BU/BR/Div Name : Renewable Energy
Department : Service

Reason for Overtime : OT down due for ATS panel location arrangement at Winfood.

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	23-May-25	Chit Ko Ko Min		5:00PM	10:00PM	4.5	6795	
2	23-May-25	Nay Win Myint		5:00PM	10:00PM	4.5	6795	
3	23-May-25	Win Kyaw		5:00PM	10:00PM	4.5	6795	
4	23-May-25	Shoon Lae Oo		5:00PM	10:00PM	4.5	6795	
5	23-May-25	Nyein Ko Ko Win		5:00PM	10:00PM	4.5	4500	
						Total Hours	22.5	
						Total Amount	31,680	

Prepared By

Knowledgeled By

Approved By

Check By HR

Name: Phway Yu Mon

Name: Aung Ko Ko Oo

Name: Phyo Thu

Name: Nyein Ei Ei Khaing
4/6
05-CHL-HRM-FRM-020-04

OVERTIME REQUEST FORM

Name : Renewable Energy
 Department : Service
 Reason for Overtime : OT down due for inverter inspection and troubleshooting at U Myint Aung and BT

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	24-May-25	Chit Ko Ko Min		8:30AM	6:30PM	9	13590	
2	24-May-25	Nay Win Myint		8:30AM	6:30PM	9	13590	
3	24-May-25	Win Kyaw		8:30AM	6:30PM	9	13590	
						Total Hours	27	
						Total Amount	40,770	

Prepared By
[Signature]
 Name: Phway Yu Mon

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 Name: Nyein Ei Ei Khaing
 05-CHL-HRM-FRM-020-04