



OVERTIME REQUEST FORM

BU/BR/DIV Name : **MAC**
 Department Name : **Logistics**
 Reason for Overtime : **Peny**

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	2-12-24	HMT	S. Mem.	6:00 Am	8:00 Am	2	2400	Peny
2	"	"	"	5:00 pm	6:30 pm	1:30	1800	"
3	3-12-24	"	"	6:00 Am	8:00 Am	2	2400	"
4	"	"	"	5:00 pm	6:30 pm	1:30	1800	"
5	4-12-24	"	"	6:00 Am	8:00 Am	2	2400	"
6	"	"	"	5:00 pm	6:30 pm	1:30	1800	"
7	5-12-24	"	"	6:00 Am	8:00 Am	2	2400	"
8	"	"	"	5:00 pm	6:30 pm	1:30	1800	"
9	6-12-24	"	"	6:00 Am	8:00 Am	2	2400	"
Total Hours						16 hr	19200 Ks	
Total Amount								

Requested by
 Sign:
 Name: **Hlaing Min Tun.**
 (Requestor)

Approved by

(DH)

Approved by

(GM/AGM/COO)

Checked by

Aung Thiha myo
 (HR)

05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : **MAC**
 Department Name : **Logistics**
 Reason for Overtime : **Peny**

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
10	"	H. M. T	S. Mem.	5:00 pm	6:30 pm	1:30	1800	Peny
11	9-12-24	"	"	6:00 Am	8:00 Am	2	2400	"
12	"	"	"	5:00 pm	6:30 pm	1:30	1800	"
13	10-12-24	"	"	6:00 Am	8:00 Am	2	2400	"
14	"	"	"	5:00 pm	6:30 pm	1:30	1800	"
15	11-12-24	"	"	6:00 Am	8:00 Am	2	2400	"
16	"	"	"	5:00 pm	6:30 pm	1:30	1800	"
17	12-12-24	"	"	6:00 Am	8:00 Am	2	2400	"
18	"	"	"	5:00 pm	6:30 pm	1:30	1800	"
Total Hours						15 hr	18600 Ks	
Total Amount						30 Min		

Requested by
 Sign:
 Name: **Hlaing Min Tun.**
 (Requestor)

Approved by

(DH)

Approved by

(GM/AGM/COO)

Checked by

Aung Thiha myo
 (HR)

05-CHL-HRM-FRM-020-05

UMG

OVERTIME REQUEST FORM

BR/DIV Name : MAC
 Department Name : Logistics
 Reason for Overtime : Ferry.

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
19.	15.12.21	H.M.T	9. Mon.	6:00 Am.	8:00 Am.	2	2400	Ferry
20.	"	"	"	5:00 pm.	6:30 pm.	1:30.	1800	"
21	14.12.21	"	"	6:00 Am.	8:00 Am.	2	2400	"
22.	"	"	"	5:00 pm.	6:30 pm.	1:30.	1800	"
23.	16.12.21	"	"	6:00 Am.	8:00 Am.	2.	2400	"
24.	"	"	"	5:00 pm.	6:30 pm.	1:30	1800	"
25.	17.12.21	"	"	6:00 Am.	8:00 Am.	2	2400	"
26.	"	"	"	5:00 pm.	6:30 pm.	1:30.	1800	"
27.	18.12.21	"	"	6:00 Am.	8:00 Am.	2	2400	"
Total Hours						16hr	79200K	
Total Amount								

Requested by
 Sign: 
 Name: Hlaing Min Tun.
 (Requestor)

Approved by
 (DH)

Approved by
 (GM/AGM/COO)

Checked by

 Aung Thika Myo
 (HR)

05-CHL-HRM-FRM-020-05

UMG

OVERTIME REQUEST FORM


BU/BR/DIV Name :
 Department Name :
 Reason for Overtime :

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
28.	"	H.M.T	9. Mon.	5:00 pm.	6:30 pm.	1:30.	1800	Ferry.
29.	19.12.21	"	"	6:00 Am.	8:00 Am.	2	2400	"
30.	"	"	"	5:00 pm.	6:30 pm.	1:30	1800	"
31	20.12.21	"	"	6:00 Am.	8:00 Am.	2.	2400	"
32.	"	"	"	5:00 pm.	6:30 pm.	1:30	1800	"
33.	21.12.21	"	"	6:00 Am.	8:00 Am.	2.	2400	"
34.	"	"	"	5:00 pm.	6:30 pm.	1:30	1800	"
35.	23.12.21	"	"	6:00 Am.	8:00 Am.	2	2400.	"
36.	"	"	"	5:00 pm.	6:30 pm.	1:30	1800	"
Total Hours						15hr	78600K	
Total Amount						30Min		

Requested by
 Sign: 
 Name: Hlaing Min Tun.
 (Requestor)

Approved by
 (DH)

Approved by
 (GM/AGM/COO)



Checked by

 Aung Thika Myo
 (HR)

05-CHL-HRM-FRM-020-05

OVERTIME REQUEST FORM

BU/BR/DIV Name : MAC
 Department Name : Logistics
 Reason for Overtime : Party

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
37	24.12.21	HM.T	①. Mon.	6:00 Am.	8:00 Am.	2	2400	Party
38	"	"	"	5:00 pm.	6:30 pm.	1.30	1800	"
39	26.12.21	"	"	6:00 Am.	8:00 Am.	2	2400	"
40	"	"	"	5:00 pm.	6:30 pm.	1.30	1800	"
41	27.12.21	"	"	6:00 Am.	8:00 Am.	2	2400	"
42	"	"	"	5:00 pm.	6:30 pm.	1.30	1800	"
43	28.12.21	"	"	6:00 Am.	8:00 Am.	2	2400	"
44	"	"	"	5:00 pm.	6:30 pm.	1.30	1800	"
Total Hours						14 hr	16800 Ks	
Total Amount								



Requested by: 
 Name: Lee E. W. (Requestor)
 Approved by: _____ (DH)
 Approved by: _____ (GM/AGM/COO)
 Checked by: 
 Name: Aung Thiha Myo (HR)

05-CHL-HRM-FRM-020-05

OVERTIME REQUEST FORM

BU/BR/DIV Name : MAC
 Department Name : Logistics
 Reason for Overtime : Loading

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	29.12.21	Nhlaing Min Tun	② Mon	8:00 Am.	12:00 Am.	4	4800	PO-095
2	"	Nhlaing Min Tun	"	"	"	4	4800	PO-096
3	"	Sai Thu Aung	"	"	"	4	4800	"
4	"	Nhlaing Win	WLH	"	"	4	4800	"
5	"	Ye Min	"	"	"	4	4800	"
6	"	Theln Sein	"	"	"	4	4800	"
Total Hours						24 hr	28800 Ks	
Total Amount								

Requested by: 
 Name: Lee E. W. (Requestor)
 Approved by: _____ (DH)
 Approved by: _____ (GM/AGM/COO)
 Checked by: 
 Name: Aung Thiha Myo (HR)

05-CHL-HRM-FRM-020-05