



# OVERTIME REQUEST FORM

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

Reason for Overtime : OT down due for battery installation at Daw Khin Mar Win ( Thaketa ).

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	11-Feb-25	Phway Yu Mon		5:00PM	10:00PM	4.5	5400	
2	11-Feb-25	Ei Thwe Phyo		5:00PM	10:00PM	4.5	5400	
3	11-Feb-25	Shoon Lae Oo		5:00PM	10:00PM	4.5	5400	
4	11-Feb-25	Nay Shine Lwin		5:00PM	10:00PM	4.5	5400	
5	11-Feb-25	Nyein Ko Ko Win		5:00PM	10:00PM	4.5	4500	
						<b>Total Hours</b>	22.5	
						<b>Total Amount</b>	26,100	

Prepared By

Knownledged 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  
05-CHL-HRM-FRM-020-04



# OVERTIME REQUEST FORM

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

Reason for Overtime : OT down due for ESS installation at the U Zwe Man (Yankin).

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	12-Feb-25	Thet Khine Htwe		9:00AM	2:00PM	4.5	5400	
						<b>Total Hours</b>	4.5	
						<b>Total Amount</b>	5,400	

Prepared By

Knownledged By

Approved By

Check By HR

Name: Phway Yu Mon

Name: Aung Ko Ko Oo

Name: Phyo Thu

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 part inventory ground stock to check.

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	1-Feb-25	Nay Shine Lwin		8:30AM	4:30PM	6.5	7800	
2	1-Feb-25	Shoon Lae Oo		8:30AM	4:30PM	6.5	7800	
3	1-Feb-25	Nyein Ko Ko Win		8:30AM	4:30PM	6.5	6500	
<b>Total Hours</b>						19.5	22,100	
<b>Total Amount</b>								

Prepared By

Knowledge By

Approved By  
(GM/AGM/COO)

Check By HR

*Phway Yu Mon*  
Name: Phway Yu Mon

*Aung Ko Ko Oo*  
Name: Aung Ko Ko Oo

*Phyo Thu*  
Name: Phyo Thu

*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 ESS installation at the U Zwe Man (Yankin).

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	11-Feb-25	Thet Khine Htwe		5:00PM	9:30PM	4	4800	
2	11-Feb-25	Win Htut Aung		5:00PM	9:30PM	4	4800	
3	11-Feb-25	Aung Phyo Thu		5:00PM	9:30PM	4	4800	
4	11-Feb-25	Aung Than Kyaw		5:00PM	9:30PM	4	4800	
<b>Total Hours</b>						16	19,200	
<b>Total Amount</b>								

Prepared By

Knowledge By

Approved By

Check By HR

*Phway Yu Mon*  
Name: Phway Yu Mon

*Aung Ko Ko Oo*  
Name: Aung Ko Ko Oo

*Phyo Thu*  
Name: Phyo Thu

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

# OVERTIME REQUEST FORM

HR/Div Name : Renewable Energy

Department : Service

Reason for Overtime : OT down due for battery pre-delivery inspection for U Si Thu Kyaw ( Taunggoo ) at and 200Ah battery inspection) with online for Ko Win Myint Than ( Pathein) at the Ho.


No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	15-Feb-25	Aung Phyto Thu		8:00AM	5:00PM	8	9600	
2	15-Feb-25	Ywet Nu Wai		8:00AM	5:00PM	8	9600	
3	15-Feb-25	Nyein Ko Ko Win		8:00AM	5:00PM	8	8000	
4	15-Feb-25	Ywet Nu Wai		5:10PM	6:10PM	1	1200	
<b>Total Hours</b>						<b>25</b>	<b>28,400</b>	
<b>Total Amount</b>								

Prepared By



Name: Phway Yu Mon

Knowledge By



Name: Aung Ko Ko Oo

Approved By  
(GM/ACM/COO)



Name: Phyto Thu

Check By HR



Name: Nyein Ei Ei Khaing

05-CHL-HRM-FRM-020-04

**Over Times Charges Record**

Date	Name	Time		Hours	Amount	Total Hrs	Total Amount	Reasons
		From	To					
1-Feb-25	Nay Shine Lwin	8:30AM	4:30PM	6.5	7800	19.5	22100	OT down due for part inventory ground stock to check.
1-Feb-25	Shoon Lae Oo	8:30AM	4:30PM	6.5	7800			
1-Feb-25	Nyein Ko Ko Win	8:30AM	4:30PM	6.5	6500			
11-Feb-25	Thet Khine Htwe	5:00PM	9:30PM	4	4800	16	19200	OT down due for ESS installation at the U Zwe Man (Yankin).
11-Feb-25	Win Htut Aung	5:00PM	9:30PM	4	4800			
11-Feb-25	Aung Phyo Thu	5:00PM	9:30PM	4	4800			
11-Feb-25	Aung Than Kyaw	5:00PM	9:30PM	4	4800			
11-Feb-25	Phway Yu Mon	5:00PM	10:00PM	4.5	5400	22.5	26100	OT down due for solar pallet to pack for Customer Daw Swe Swe Myint(MDY) at Ho.
11-Feb-25	Ei Thwe Phyo	5:00PM	10:00PM	4.5	5400			
11-Feb-25	Shoon Lae Oo	5:00PM	10:00PM	4.5	5400			
11-Feb-25	Nay Shine Lwin	5:00PM	10:00PM	4.5	5400			
11-Feb-25	Nyein Ko Ko Win	5:00PM	10:00PM	4.5	4500			
12-Feb-25	Thet Khine Htwe	9:00AM	2:00PM	4.5	5400	4.5	5400	OT down due for ESS installation at the U Zwe Man (Yankin).
15-Feb-25	Aung Phyo Thu	8:00AM	5:00PM	8	9600	24	27200	OT down due for battery pre-delivery inspection for U Si Thu Kyaw ( Taunggoo ) at Ho.
15-Feb-25	Ywet Nu Wai	8:00AM	5:00PM	8	9600			
15-Feb-25	Nyein Ko Ko Win	8:00AM	5:00PM	8	8000			
15-Feb-25	Ywet Nu Wai	5:10PM	6:10PM	1	1200	1	1200	OT down due for 200Ah battery inspection) with online for Ko Win Myint Than ( Pathein) at the Ho.
<b>Total</b>						<b>87.5</b>	<b>101200</b>	