



### CASH ADVANCE CLEAR FORM

Date : 3/4/24

BU/BR/Division : Reman

Department : Production

Advance Issue : 250,000 Kyats / 259,800 USD

No	Issue Time	Date	Payment Voucher No	Amount		Descriptions
				USD	Kyats	
1	1 <sup>st</sup> Time Advance	25.3.24	2024 / 3 / 106		250,000	OT charges
2	2 <sup>nd</sup> Time Advance					Recon + Reman +
3	3 <sup>rd</sup> Time Advance					PHK.
Total Advance					250,000	
Total Actual					259,800	
Balance Refund/Additional					9,800	

Request By  
*Su Su Khine*  
Requester

Checked By  
*Phyo*  
Mgr/DH

Checked By  
*Khin Swe Linn*  
Finance & Account

Approved By  
*Ko Mawng*  
GM/AGM/COO

Approved By  
*tele approved*  
*Sir Aye Min Htoon*  
CMC



# OVERTIME REQUEST FORM

BU/BR/Div Name : Reman  
 Department : Production  
 Reason for Overtime :

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1.	7.3.24	Pyae Sone Kyaw		5:00 PM	6:00 PM	1h	1200	
2.	10.3.24	Aung Moe Lin		8:00 AM	3:00 PM	6.5h	7800 ✓	
3.	10.3.24	Aung Kyaw Kyaw		9:30 AM	3:00 PM	5h	6000 ✓	
4.	11.3.24	Ye Htin Maing		5:00 PM	6:00 PM	1h	1200	
5.	11.3.24	Htain Lin Aung		5:00 PM	6:00 PM	1h	1200	
6.	12.3.24	Ye Htin Maing		5:00 PM	6:00 PM	1h	1200	
7.	12.3.24	Htain Lin Aung		5:00 PM	6:00 PM	1h	1200	

Total Hours : 16.5h  
 Total Amount : 19,800/-

Prepared By : [Signature]  
 Name: Su Su Khine

Reviewed By : [Signature]  
 Knowledge By : [Signature]  
 Name: Phyo

Approved By : [Signature]  
 (GM/AGM/COO)  
 Name: Ko Maung<sup>2</sup>

Check By : [Signature]  
 Name: Zay Yar Linn  
 05-CHL-HRM-FRM-G20



# OVERTIME REQUEST FORM

BU/BR/Div Name : Reman  
 Department : Production  
 Reason for Overtime :

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
8.	13.3.24	Aung Moe Linn		5:00 PM	7:00 PM	2h	2400	
9.	13.3.24	Aung Kyaw Kyaw		"	"	"	2400	
10.	13.3.24	Htet Oo Yan		"	"	"	2400	
11.	14.3.24	Pyae Sone Kyaw		5:00 PM	8:00 PM	3h	3600	
12.	14.3.24	Faw Paing		"	"	"	3600	
13.	14.3.24	Zayar Hein	3C	"	"	"	3600	
14.	14.3.24	Aye Chan Moe	3A	"	"	"	3600	
15.	14.3.24	Saw Steven Aung	2C	"	"	"	3600	

Total Hours : 21h  
 Total Amount : 25,200/-

Prepared By : [Signature]  
 Name: Su Su Khine

Reviewed By : [Signature]  
 Knowledge By : [Signature]  
 Name: Phyo

Approved By : [Signature]  
 (GM/AGM/COO)  
 Name: Ko Maung<sup>2</sup>

Check By : [Signature]  
 Name: Zay Yar Linn  
 05-CHL-HRM-FRM-G20



# OVERTIME REQUEST FORM

BU/BR/Div Name : Reman  
 Department : Production  
 Reason for Overtime :

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
16.	16.3.24	Zayar Hein	3C	8:00 AM	5:00 PM	8h	9600	
17.	16.3.24	Hein Min Htet	3C				9600	
18.	16.3.24	Aye Chan Moe	3A				9600	
19.	16.3.24	Htain Lin Aung		7:00 AM	7:00 PM	11h	13200	
20.	16.3.24	Kyau Khain Oo	3C	8:00 AM	5:00 PM	8h	9600	
21.		Pyae Phyo Kyaw	2C				9600	
22.		Suan Htet Nain	2C				9600	
23.		Nain Min Thant	2A				9600	

Total Hours : 67h  
 Total Amount : 80400

Prepared By: *[Signature]*  
 Name: Su Su Khine

Knownledged By: *[Signature]*  
 Name: Pyo

Approved By: *[Signature]*  
 (GM/AGM/COO)  
 Name: Ko Mawng

Check By HR: *[Signature]*  
 Name: Zayar Linn  
 05-CHL-HRM-FRM-020



# OVERTIME REQUEST FORM

BU/BR/Div Name : Reman  
 Department : Production  
 Reason for Overtime :

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
24.	16.3.24	Si Thu Aung	2A	8:00 AM	5:00 PM	8h	9600	
25.		Hein Min Htet	1A				9600	
26.		Tin Lin Ko	1A				9600	
27.		Thura Aung	2B				9600	
28.		Aung Nain Myo	2B				9600	
29.	17.3.24	Kyau Khain Oo	3C				9600	
30.		Pyae Phyo Kyaw	2C				9600	
31.		Suan Htet Nain	2C				9600	
32.		Nain Min Thant	2A				9600	

Total Hours : 72h  
 Total Amount : 86400

Prepared By: *[Signature]*  
 Name: Su Su Khine

Knownledged By: *[Signature]*  
 Name: Pyo

Approved By: *[Signature]*  
 (GM/AGM/COO)  
 Name: Ko Mawng

Check By HR: *[Signature]*  
 Name: Zay Yar Linn  
 05-CHL-HRM-FRM-020



No	Date	Name	MC Model	Customer name	Job activity	Remark
1	7-Mar-24	Pyae Sone Kyaw	Y4100D	Chit Oo Maung	Engine assembly	
2	10-Mar-24	Aung Moe Lin	Cummins	PG	Pump testing and repair	
3		Aung Kyaw Kyaw				
4	11-Mar-24	Ye Htun Naing	YD4EZLD	PG	Genset testing	
5		Htain Lin Aung				
6	12-Mar-24	Ye Htun Naing	YD4EZLD	PG	Genset testing	
7		Htain Lin Aung				
8	13-Mar-24	Aung Moe Lin	600460 SE210	Recon	Inline pump assembly and testing	
9		Aung Kyaw Kyaw				
10		Htet Oo Yan				
11	14-Mar-24	Pyae Sone Kyaw		Recon	Prepare for event	
12		Zaw Paing				
13		Zayar Hein				
14		Aye Chan Moe				
15		Saw Steven Aung				
16	16-Mar-24	Zayar Hein		Recon	Event OT	
17		Aye Chan Moe				
18		Hein Min Htet				
19		Htain Lin Aung				
20	16-Mar-24	Kyaw Khaing Oo	EC460 16938/16930	Nay Min Gabar	.Test performance. Engine rpm is abnormal and hydraulic function is slow. So we troubleshoot these problem. These problem is not ok. Try to continue tomorrow. Our service mount oil cooler fan pump. Also mount pre-cleaner . Also cleaning relative solenoid block. And mount these solenoid block to our machine. Also mount pilot block. Job finished.	PHK
21		Pyae Phyo Kyaw				
22		Swan Htet Naing				
23		Naing Min Thant				
24		Si Thu Aung				
25		Hein Min Htet				
26		Tin Lin Ko				
27		Thura Aung				
28	Aung Naing Myo					
29	17-Mar-24	Kyaw Khaing Oo	EC460 16938/16930	Nay Min Gabar	Engine rpm is abnormal and hydraulic function is slow. We change Pump 2 regulator and adjust this regulator. Also change the fuel filters. Tomorrow, try to continue to check this machine's Engine.	PHK
30		Pyae Phyo Kyaw				
31		Swan Htet Naing				
32		Naing Min Thant				
33		Si Thu Aung				
34		Hein Min Htet				
35		Tin Lin Ko				
36		Thura Aung				
37		Aung Naing Myo				

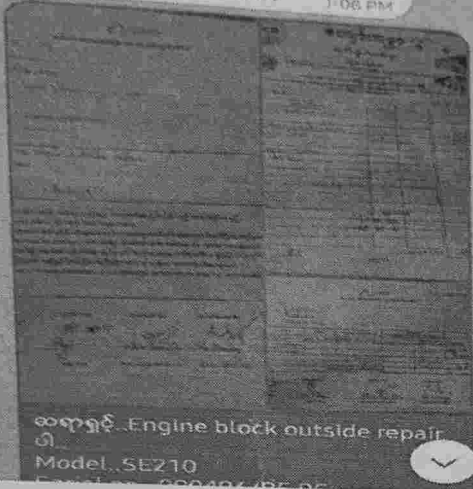
1:20

all 84%

Sir. Aye Min Htu  
last seen recently

Su Su Khine  
ဆရာရှင်..AC repair charges clear ရှင်း...  
Please proceed MMK 210,000. 1:08 PM

Su Su Khine  
ဆရာရှင်..O2/CO2 and propane ဝယ်တာ...  
Please proceed MMK 262,000. 1:08 PM



ဆရာရှင်..Engine block outside repair  
Model..SE210

Message

1:45

all 83%

Sir. Aye Min Htu  
last seen recently



ဆရာရှင်..Recon Reman PHK အတွက်  
OT clear  
Adv..250,000  
Clear..250,000  
Addition..2000 ဝါလေးရာ...

Message

1:45

all 83%

Sir. Aye Min Htu  
last seen recently

Su Su Khine April 3  
ဆရာရှင်..Car fuel adv request for Apr'...  
Please proceed MMK 120,000. 12:50 PM

Su Su Khine  
ဆရာရှင်..Recon Reman PHK အတွက် OT...  
Please proceed MMK 259,800. 12:51 PM

Su Su Khine  
ဆရာရှင်..CO2+O2+Propane ဝယ်ရန် adv...  
Please proceed MMK 265,000. 12:51 PM

Su Su Khine  
ဆရာရှင်..PHK meal allowance for Apr...  
Please proceed MMK 1,350,000. 12:52 PM

Su Su Khine  
ဆရာရှင်..Water pump-1 pc and Starte...  
Please proceed MMK 450,000. 12:52 PM

Su Su Khine  
ဆရာရှင်..SE210(000517) တော်လို့ custo...  
Please proceed MMK 15,000. 12:53 PM

Su Su Khine  
ဆရာရှင်..Injector-6pcs outside repair...  
Please proceed MMK 120,000. 12:54 PM

Message