



OVERTIME REQUEST FORM

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

Reason for Overtime : OT down due to solar system installation at U Mg Mg (Yankin)

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	2-Dec-24	Nay Win Myint		5:00PM	9:00PM	4	4800	
2	2-Dec-24	Win Htut Aung		5:00PM	9:00PM	4	4800	
3	2-Dec-24	Win kyaw		5:00PM	9:00PM	4	4800	
4	2-Dec-24	Win Yan Paing		5:00PM	9:00PM	4	4800	
5	2-Dec-24	Zwel Pyae Sone Aung		5:00PM	9:00PM	4	4800	
6	2-Dec-24	Cho Zin Thet		5:00PM	9:00PM	4	4800	
7	2-Dec-24	Saw Lin Htay Aung		5:00PM	9:00PM	4	4000	
Total Hours						28	32,800	
Total Amount								

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
05-CHL-HRM-FRM-020-04



OVERTIME REQUEST FORM

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

Reason for Overtime : Ot down due to inverter update for Customer Ko Thura.

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	2-Dec-24	Myo Thandar Kyaw		5:00PM	6:30PM	1.5	1800	
2	2-Dec-24	Wai Phyo		5:00PM	6:30PM	1.5	1800	
Total Hours						3	3,600	
Total Amount								

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
05-CHL-HRM-FRM-020-04



OVERTIME REQUEST FORM



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

Reason for Overtime : Ot down due to battery inspection at customer U Kyaw Min (49st).

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	3-Dec-24	Ywet Nu Wai		5:00PM	7:00PM	2	2400	
Total Hours						2	2,400	
Total Amount								

Prepared By

Knownledged By

Approved By
(GM/AGM/COO)

Check By HR

Phway Ya Mon

Aung Ko Ko Oo

Phyo Thu

Nyein Ei Ei Khaing

Name: Phway Ya 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 to battey inspection at Customer U Myat Thu (Sanchung).

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	4-Dec-24	Nay Win Myint		5:00PM	8:00PM	3	3600	
2	4-Dec-24	Ywet Nu Wai		5:00PM	8:00PM	3	3600	
Total Hours						6	7,200	
Total Amount								

Prepared By

Knownledged By

Approved By

Check By HR

Phway Ya Mon

Aung Ko Ko Oo

Phyo Thu

Nyein Ei Ei Khaing

Name: Phway Ya 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 to solar system installation at U Myo Min Htun (Yankin).

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	6-Dec-24	Nay Win Myint		5:00PM	8:00PM	3	3600	
2	6-Dec-24	Maung Maung		5:00PM	8:00PM	3	3600	
3	6-Dec-24	Zwel Pyae Sone Aung		5:00PM	8:00PM	3	3600	
						Total Hours	9	
						Total Amount	10,800	

Prepared By

Knownledged By

Approved By
(GM/AGM/COO)

Check By HR

Phway Yu Mon

Aung Ko Ko Oo

Phyo Thu

Nyein Ei Ei Khaing
6.11.25

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 to Battery 12pc installation at Compass Auto (Mingaladon).

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	7-Dec-24	Nay Win Myint		8:00AM	11:30PM	14	16800	
2	7-Dec-24	Maung Maung		8:00AM	11:30PM	14	16800	
3	7-Dec-24	Zwel Pyae Sone Aung		8:00AM	11:30PM	14	16800	
						Total Hours	42	
						Total Amount	50,400	

Prepared By

Knownledged By

Approved By

Check By HR

Phway Yu Mon

Aung Ko Ko Oo

Phyo Thu

Nyein Ei Ei Khaing
6.11.25

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 to delivery solar cable 2drum to MDY.

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	7-Dec-24	Nyein Ko Ko Win		8:00AM	3:00PM	6.5	6500	
2	7-Dec-24	Win Yan Paing		8:00AM	3:00PM	6.5	7800	
3	7-Dec-24	Khaing Win		8:00AM	3:00PM	6.5	7800	
Total Hours						19.5	22,100	
Total Amount								

Prepared By: Phway Yu Mon
 Name: Phway Yu Mon

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

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

Check By HR: Nyein Ei Ei Khaing
 6/11/25
 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 to Thongwa inverter inspection ,SDG branch installation and MAC inverter inspection.

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	9-Dec-24	Mang Mang		5:00PM	8:00PM	3	3600	
2	9-Dec-24	Zwei Pyae Some Aung		5:00PM	8:00PM	3	3600	
3	9-Dec-24	Wai Phyo		5:00PM	8:00PM	3	3600	
4	9-Dec-24	Win Yan Paing		5:00PM	8:00PM	3	3600	
Total Hours						12	14,400	
Total Amount								

Prepared By: Phway Yu Mon
 Name: Phway Yu Mon

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

Approved By: Phyo Thu
 Name: Phyo Thu

Check By HR: Nyein Ei Ei Khaing
 6/11/25
 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 to 200Ah battery firmware upgraded online service for Nyaung U Customer with viber.

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	7-Dec-24	Ywet Nu Wai		1:30PM	4:30PM	3	3600	
Total Hours						3	3,600	
Total Amount								

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 to solar system installation at SDG Branch (South Dagon).

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	8-Dec-24	Nay Win Myint		8:00AM	7:00PM	10	12000	
2	8-Dec-24	Maung Maung		8:00AM	7:00PM	10	12000	
3	8-Dec-24	Zwel Pyae Sone Aung		8:00AM	7:00PM	10	12000	
Total Hours						30	36,000	
Total Amount								

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 to 12kW inverter firmware upgraded online service for U Aung Myo Hein with viber.

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	7-Dec-24	Ywet Nu Wai		10:30AM	1:30PM	3	3600	
Total Hours						3	3,600	
Total Amount								

Prepared By

Knownledged By

Approved By
(GM/AGM/COO)

Check By HR

Name: Phway Yu Mon

Name: Aung Ko Ko Oo

Name: Phyothu

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 to battery 200Ah with display firmware upgarded online service for Nyung U customer with viber.

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	7-Dec-24	Ywet Nu Wai		4:00PM	6:00PM	2	2400	
Total Hours						2	2,400	
Total Amount								

Prepared By

Knownledged By

Approved By

Check By HR

Name: Phway Yu Mon

Name: Aung Ko Ko Oo

Name: Phyothu

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 to collect Kyaukpadaung accessories and Hpa Khant accessories at Win Food .

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	10-Dec-24	Nay Win Myint		5:00PM	7:00PM	2	2400	
2	10-Dec-24	Shoon Lae Oo		5:00PM	7:00PM	2	2400	
3	10-Dec-24	Swe Zin		5:00PM	7:00PM	2	2400	
4	10-Dec-24	Nyein Ko Ko Win		5:00PM	7:00PM	2	2000	
5	10-Dec-24	Lin Htay Aung		5:00PM	7:00PM	2	2000	
6	10-Dec-24	Taw Win Hein		5:00PM	7:00PM	2	2000	
						Total Hours	12	
						Total Amount	13,200	

Prepared By

Knowledged 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 to delivery Customer U Kyaw Htet Luu accessories at HO .

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	17-Dec-24	Nyein Ko Ko Win		5:00PM	8:00PM	3	3000	
2								
						Total Hours	3	
						Total Amount	3,000	

Prepared By

Knowledged 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 to installation for Ko Zin Min Thet at Thaketa.

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	17-Dec-24	Wai Phyo		5:00PM	9:30PM	4	4800	
2	17-Dec-24	Khin Maung Htwe		5:00PM	9:30PM	4	4800	
Total Hours						8	9,600	
Total Amount								

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 to installation for Ko Zin Min Thant at Thaketa.

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	18-Dec-24	Khin Maung Htwe		5:00PM	9:30PM	4	4800	
2	18-Dec-24	Thet Khine Htwe		5:00PM	9:30PM	4	4800	
3	18-Dec-24	Maung Maung		5:00PM	9:30PM	4	4800	
4	18-Dec-24	Wai Phyo		5:00PM	9:30PM	4	4800	
5	18-Dec-24	Lin Htay Aung		5:00PM	9:30PM	4	4800	
6	18-Dec-24	Taw Win Hein		5:00PM	9:30PM	4	4000	
Total Hours						24	27,200	
Total Amount								

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-020-0



OVERTIME REQUEST FORM

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

Reason for Overtime : OT down due to inspection for Customer Ko Soe Naing (Thu Wanna).

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	21-Dec-24	Cho Zin Thet		8:00AM	6:00PM	9	10800	
2	21-Dec-24	Myo Thandar Kyaw		8:00AM	6:00PM	9	10800	
Total Hours						18	21,600	
Total Amount								

Prepared By

Knownledged By

Approved By
(GM/AGM/COO)

Check By HR

Phway Yu Mon

Aung Ko Ko Oo

Phyo Thu

Nyein Ei Ei Khaing
6/11/25

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 to YWB show match .

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	21-Dec-24	Win Yan Paing		9:00AM	9:00PM	10.5	12600	
2	21-Dec-24	Khaing Win		9:00AM	9:00PM	10.5	12600	
3	21-Dec-24	Ye Myat Min		9:00AM	9:00PM	10.5	12600	
4	21-Dec-24	Shoon Lae Oo		9:00AM	9:00PM	10.5	12600	
Total Hours						42	50,400	
Total Amount								

Prepared By

Knownledged By

Approved By

Check By HR

Phway Yu Mon

Aung Ko Ko Oo

Phyo Thu

Nyein Ei Ei Khaing

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 to cable delivery to East Dagon and Thingangyun .

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	29-Dec-24	Win Yan Paing		8:00AM	1:00PM	4.5	5400	
2	29-Dec-24	Nyein Ko Ko Win		8:00AM	1:00PM	4.5	5400	
Total Hours						9	10,800	
Total Amount								

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 to firmware upgrade 10kW hybrid inverter 2pc for YKKO with online .

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	8-Dec-24	Ywet Nu Wai		8:00PM	9:30PM	1.5	1800	
Total Hours						1.5	1,800	
Total Amount								

Name: Phway Yu Mon

Name: Aung Ko Ko Oo

Name: Phyo Thu

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					
2-Dec-24	Nay Win Myint	5:00PM	9:00PM	4	4800	28	32800	OT down due to solar system installation at U Mg Mg (Yankin)
2-Dec-24	Win Htut Aung	5:00PM	9:00PM	4	4800			
2-Dec-24	Win kyaw	5:00PM	9:00PM	4	4800			
2-Dec-24	Win Yan Paing	5:00PM	9:00PM	4	4800			
2-Dec-24	Zwel Pyae Sone Aung	5:00PM	9:00PM	4	4800			
2-Dec-24	Cho Zin Thet	5:00PM	9:00PM	4	4800			
2-Dec-24	Saw Lin Htay Aung	5:00PM	9:00PM	4	4000			
2-Dec-24	Myo Thandar Kyaw	5:00PM	6:30PM	1.5	1800	3	3600	Ot down due to inverter update for Customer Ko Thura.
2-Dec-24	Wai Phyo	5:00PM	6:30PM	1.5	1800			
3-Dec-24	Ywet Nu Wai	5:00PM	7:00PM	2	2400	2	2400	Ot down due to battery inspection at customer U Kyaw Min (49st).
4-Dec-24	Nay Win Myint	5:00PM	8:00PM	3	3600	6	7200	OT down due to battey inspection at Customer U Myat Thu (Sanchung).
4-Dec-24	Ywet Nu Wai	5:00PM	8:00PM	3	3600			
6-Dec-24	Nay Win Myint	5:00PM	8:00PM	3	3600	9	10800	OT down due to solar system installation at U Myo Min Htun (Yankin).
6-Dec-24	Maung Maung	5:00PM	8:00PM	3	3600			
6-Dec-24	Zwel Pyae Sone Aung	5:00PM	8:00PM	3	3600			
7-Dec-24	Nay Win Myint	8:00AM	11:30PM	14	16800	42	50400	OT down due to solar system installation at SDG Branch (South Dagon).
7-Dec-24	Maung Maung	8:00AM	11:30PM	14	16800			
7-Dec-24	Zwel Pyae Sone Aung	8:00AM	11:30PM	14	16800			
7-Dec-24	Nyein Ko Ko Win	8:00AM	3:00PM	6.5	6500	19.5	22100	OT down due to delivery solar cable 2drum to MDY.
7-Dec-24	Win Yan Paing	8:00AM	3:00PM	6.5	7800			
7-Dec-24	Khaing Win	8:00AM	3:00PM	6.5	7800			
8-Dec-24	Nay Win Myint	8:00AM	7:00PM	10	12000	30	36000	OT down due to solar system installation at SDG Branch (South Dagon).
8-Dec-24	Maung Maung	8:00AM	7:00PM	10	12000			
8-Dec-24	Zwel Pyae Sone Aung	8:00AM	7:00PM	10	12000			
9-Dec-24	Maung Maung	5:00PM	8:00PM	3	3600	12	14400	OT down due to Thongwa inverter inspection ,SDG branch installation and MAC inverter inspection.
9-Dec-24	Zwel Pyae Sone Aung	5:00PM	8:00PM	3	3600			
9-Dec-24	Wai Phyo	5:00PM	8:00PM	3	3600			
9-Dec-24	Win Yan Paing	5:00PM	8:00PM	3	3600			
10-Dec-24	Nay Win Myint	5:00PM	7:00PM	2	2400	12	13200	OT down due to collect Kyaukpadaung accessories and
10-Dec-24	Shoon Loe Oo	5:00PM	7:00PM	2	2400			
10-Dec-24	Swe Zin	5:00PM	7:00PM	2	2400			

18-Dec-24	Nyein Ko Ko Win	5:00PM	7:00PM	2	2000			Hpa Khant accessories at Win Food .
18-Dec-24	Lin Htay Aung	5:00PM	7:00PM	2	2000			
18-Dec-24	Taw Win Hein	5:00PM	7:00PM	2	2000			
17-Dec-24	Nyein Ko Ko Win	5:00PM	8:00PM	3	3000	3	3000	OT down due to delivery Customer U Kyaw Htet Luu accessories at HO .
17-Dec-24	Wai Phyo	5:00PM	9:30PM	4	4800	8	9600	OT down due to installation for Ko Zin Min Thet at Thaketa
17-Dec-24	Khin Maung Htwe	5:00PM	9:30PM	4	4800			
18-Dec-24	Khin Maung Htwe	5:00PM	9:30PM	4	4800			
18-Dec-24	Thet Khine Htwe	5:00PM	9:30PM	4	4800			
18-Dec-24	Maung Maung	5:00PM	9:30PM	4	4800	24	27200	OT down due to installation for Ko Zin Min Thant at Thaketa
18-Dec-24	Wai Phyo	5:00PM	9:30PM	4	4800			
18-Dec-24	Lin Htay Aung	5:00PM	9:30PM	4	4000			
18-Dec-24	Taw Win Hein	5:00PM	9:30PM	4	4000			
21-Dec-24	Cho Zin Thet	8:00AM	6:00PM	9	10800	18	21600	OT down due to inspection for Customer Ko Soe Naing (Thu Wanna) .
21-Dec-24	Myo Thandar Kyaw	8:00AM	6:00PM	9	10800			
21-Dec-24	Win Yan Paing	9:00AM	9:00PM	10.5	12600			
21-Dec-24	Khaing Win	9:00AM	9:00PM	10.5	12600	42	50400	Ot down due to YWB show match .
21-Dec-24	Ye Myat Min	9:00AM	9:00PM	10.5	12600			
21-Dec-24	Shoon Lae Oo	9:00AM	9:00PM	10.5	12600			
29-Dec-24	Win Yan Paing	8:00AM	1:00PM	4.5	5400	9	10800	OT down due to cable delivery to East Dagon and Thingangyun .
29-Dec-24	Nyein Ko Ko Win	8:00AM	1:00PM	4.5	5400			
8-Dec-24	Ywet Nu Wai	8:00PM	9:30PM	1.5	1800	1.5	1800	Ot down due to firmware upgrade 10kW hybrid inverter 2pc for YKKO with online .
7-Dec-24	Ywet Nu Wai	10:30AM	1:30PM	3	3600	3	3600	OT down due to 12kW inverter firmware upgraded online service for U Aung Myo Hein with viber.
7-Dec-24	Ywet Nu Wai	4:00PM	6:00PM	2	2400	2	2400	OT down due to battery 200Ah with display firmware upgraded online service for Nyung U customer with viber.
7-Dec-24	Ywet Nu Wai	1:30PM	4:30PM	3	3600	3	3600	OT down due to 200Ah battery firmware upgraded online service for Nyung U Customer with viber.
Total						277	326900	