



# CASH ADVANCE CLEAR FORM

Date : 27/5/24  
 BU/BR/Division : Reman  
 Department : Production  
 Advance Issue : 330000/- Kyats/.....USD

No	Issue Time	Date	Payment Voucher No	Amount		Descriptions
				USD	Kyats	
1	1 <sup>st</sup> Time Advance	21.5.24	2024/51061		330,000	PHK and Production
2	2 <sup>nd</sup> Time Advance					09 charges.
3	3 <sup>rd</sup> Time Advance					
Total Advance					330,000	
Total Actual					321,000	
Balance Refund/Additional					9,000/-	

Request By [Signature]  
Sa Sa Khine  
 Requester

Checked By [Signature]  
Phyo  
 Mgr/DH

Checked By [Signature]  
Min Swe Win  
 Finance & Account

Approved By [Signature]  
Ho Maung  
 GM/AGM/COO

Approved By tele approved  
27/5/24  
Sr. Aye Min Htoon  
 CMC



# OVERTIME REQUEST FORM

BU/BR/DIV Name : Reman (PHK)  
 Department Name : Production  
 Reason for Overtime :

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	27-4-24	Kysookhine Do	Sr. Mech	8:00 AM	5:00 PM	8h	9600	
2.	"	Paee Phyo Kyaw	JMCDP	"	"	"	9600	
3.	"	Suan Htet Naing	MCDP	"	"	"	9600	
4.	"	Naing Min Thant	MCDP	"	"	"	9600	
5.	"	Si Thu Aung	Jr. Mech	"	"	"	9600	
6.	"	Hein Min Htet	Daily	"	"	"	9600	
7.	"	Tin Lin Ko	Daily	"	"	"	9600	
						<b>Total Hours</b>	56h	
						<b>Total Amount</b>	67200/-	

Requested by

(Requestor)

Approved by

(DB)

Approved by

(GM/AGM/COO)

Checked by

(HR)

05-CHL-HRM-FRM-020-05

Sign :

Name :



# OVERTIME REQUEST FORM

BU/BR/DIV Name : Reman (PHK)  
 Department Name : Production  
 Reason for Overtime :

No.	Date	Name	Position Level	Time		Hours	Amount	Remark	
				From	To				
1.	11.5-24	Kyao Khine Oo	Sr. Mech	8:00 AM	5:00 PM	8h	9600		
2.	"	Pgae Phyo Kyaw	JMCDP	"	"	"	9600		
3.	"	Suan Htet Nang	MCDP	"	"	"	9600		
4.	"	Naing Min Thant	MCDP	"	"	"	9600		
5.	"	Si Tha Aung	Jr. Mech	"	"	"	9600		
6.	"	Hein Min Htet	Daily	"	"	"	9600		
7.	"	Tin Lin Ko	Daily	"	"	"	9600		
						Total Hours	56h	67200/-	
						Total Amount			

Requested by  
  
 Sign :  
 Name :  
 (Requestor)

Approved by  
  
 (bH)

Approved by  
  
 (GM/AGM/COO)

Checked by  
  
 (HR)

05-CHL-HRM-FRM-020-05



# OVERTIME REQUEST FORM

BU/BR/DIV Name : Reman (PHK)  
 Department Name : Production  
 Reason for Overtime :

No.	Date	Name	Position Level	Time		Hours	Amount	Remark	
				From	To				
1.	12-5-24	Kyao Khine Oo	Sr. Mech	8:00 AM	5:00 PM	8h	9600		
2.	"	Pgae Phyo Kyaw	JMCDP	"	"	"	9600		
3.	"	Suan Htet Nang	MCDP	"	"	"	9600		
4.	"	Naing Min Thant	MCDP	"	"	"	9600		
5.	"	Si Tha Aung	Jr. Mech	"	"	"	9600		
6.	"	Hein Min Htet	Daily	"	"	"	9600		
7.	"	Tin Lin Ko	Daily	"	"	"	9600		
						Total Hours	56h	67200	
						Total Amount			

Requested by  
  
 Sign :  
 Name :  
 (Requestor)

Approved by  
  
 (bH)

Approved by  
  
 (GM/AGM/COO)

Checked by  
  
 (HR)

05-CHL-HRM-FRM-020-05



# OVERTIME REQUEST FORM

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



No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	23-4-24	Ye Htun Nain	Mech.	5:00 PM	7:00 PM	2h	2400	Engine
2.	"	Thet Zaw Latt	Supervisor	"	"	"	2400	
3.	"	Phyo	SH	"	"	"	2400	testing
4.	"	Htin Lin Aung		"	"	"	2400	
5.	24-4-24	Ye Htun Nain		5:00 PM	7:30 PM	2.5h	3000	
6.	"	Thet Zaw Latt		"	"	"	3000	
7.	"	Phyo		"	"	"	3000	
8.	"	Htin Lin Aung		"	"	"	3000	
Total Hours						18h	21600	
Total Amount								

Requested by

Approved by

Approved by

Checked by

Sign :  
Name :

(Requestor)

(DH)

(GM/AGM/COO)

(IIR)

05-CHL-HRM-FRM-020-05



# OVERTIME REQUEST FORM

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

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	27-4-24	Tun Lin Aung	SH	8:30 AM	4:30 AM	7.5h	9000	
2.	14-5-24	Su Su Khine	Admin	5:00 PM	8:00 PM	3h	3600	
3.	"	Su Myat Hnin	"	"	"	"	3600	
4.	"	Aye Chan Moe	"	"	"	"	3600	
5.	"	Phyo	SH	"	"	"	3600	
6.	"	Aung Kyaw Kyaw	Mech.	"	"	"	3600	
7.	"	Tun Lin Aung	SH	5:00 PM	6:00 PM	1h	1200	
8.								
Total Hours						23.5h	28200	
Total Amount								

Requested by

Approved by

Approved by

Checked by

Sign :  
Name :

(Requestor)

(DH)

(GM/AGM/COO)

(IIR)

05-CHL-HRM-FRM-020-05



# OVERTIME REQUEST FORM

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

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	15-5-24	Su Su Khine	Admn	5:00 PM	8:00 PM	3h	3600	
2.	"	Su Myat Hnin	"	"	"	"	3600	
3.	"	Aye Chan Moe	"	"	"	"	3600	
4.	"	Phyo	SH	"	"	"	3600	
5.	"	Aung Kyaw Kyaw	S.Mech.	"	"	"	3600	
6.	"	Aung Moe Lin	SH	"	"	"	3600	
7.	"	Ye Hnin Naing	Mech.	"	"	"	3600	
8.	"	Htin Lin Aung	"	"	"	"	3600	
9.	"	Thet Zaw Latt	Supervisor	"	"	"	3600	
Total Hours						27h	32400	✓
Total Amount								

Requested by

Approved by

Approved by

Checked by

Sign:  
Name:

(Requestor)

(DH)

(GM/AGM/COO)

(HR)

05-CHL-HRM-FRM-020-05



# OVERTIME REQUEST FORM

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

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
10.	15-5-24	Thet Wai Phyo	JMCDP	5:00 PM	8:00 PM	3h	3600	
11.	"	Zayar Hein	Sr. Mech.	"	"	"	3600	
12.	"	Tun Lin Aung	SH	5:00 PM	6:00 PM	1h	1200	
13.	16-5-24	Su Myat Hnin	"	5:00 PM	8:00 PM	3h	3600	
14.	"	Aye Chan Moe	"	"	"	"	3600	
15.	"	Aung Kyaw	"	"	"	"	3600	
16.	"	Aung Moe Lin	"	"	"	"	3600	
17.	"	Htin Lin Aung	"	"	"	"	3600	
18.	"	Thet Zaw Latt	"	"	"	"	3600	
Total Hours						25h	30000	✓
Total Amount								

Requested by

Approved by

Approved by

Checked by

Sign:  
Name:

(Requestor)

(DH)








(GM/AGM/COO)


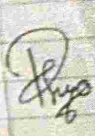
(HR)






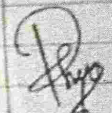



05-CHL-HRM-FRM-020-05



6-Apr-20  
DIS/PT

Date	Mechanic	Start Time	End Time	OT History	Machine Information	Mechanic sign	HR sign
11.5.2024	Kyaw Khaing Oo	8:00	5:00	Mounting	16930 / EC460		
11.5.2024	Pyae Phyo Kyaw	8:00	5:00	Final Drive			
11.5.2024	Swar Htet Naing	8:00	5:00	(2pc)			
11.5.2024	Si Thu	8:00	5:00				
11.5.2024	Tin Lin Ko	8:00	5:00				
11.5.2024	Hein Min Htet	8:00	5:00				
11.5.2024	Naing Min Thant	8:00	5:00				

Date	Mechanic	Start Time	End Time	OT History	Machine	Information	Mechanic Sign	BOH Sign	HR Sign
12.5.2024	Kyaw Khaing Oo	8:00	5:00	Cleaning	16920/	EC460			
12.5.2024	Pyae Phyo Kyaw	8:00	5:00	Assembly the					
12.5.2024	Susan Htet Naing	8:00	5:00	Final Drive					
12.5.2024	Si Thu	8:00	5:00	motor and					
12.5.2024	Tin Lin Ko	8:00	5:00	mounting.					
12.5.2024	Hsin Min Htet	8:00	5:00						
12.5.2024	Naing Min Thant	8:00	5:00						





Sir. Aye Min Htu  
last seen recently

New Doc 05-26-2024 13.36  
1:51 PM

**OVERTIME REQUEST FORM**

Requestor Name: Raman  
Department Name: Production

No.	Name	Position	Project Code	From	To	Hours	Amount	Remark
1	Mr. Aye Min Htu	Asst. Mgr.	PHK	05/26/24	05/26/24	08.00	36000	
2	Mr. Aye Min Htu	Asst. Mgr.	PHK	05/26/24	05/26/24	08.00	36000	
3	Mr. Aye Min Htu	Asst. Mgr.	PHK	05/26/24	05/26/24	08.00	36000	
4	Mr. Aye Min Htu	Asst. Mgr.	PHK	05/26/24	05/26/24	08.00	36000	
5	Mr. Aye Min Htu	Asst. Mgr.	PHK	05/26/24	05/26/24	08.00	36000	
6	Mr. Aye Min Htu	Asst. Mgr.	PHK	05/26/24	05/26/24	08.00	36000	
7	Mr. Aye Min Htu	Asst. Mgr.	PHK	05/26/24	05/26/24	08.00	36000	
8	Mr. Aye Min Htu	Asst. Mgr.	PHK	05/26/24	05/26/24	08.00	36000	
9	Mr. Aye Min Htu	Asst. Mgr.	PHK	05/26/24	05/26/24	08.00	36000	
10	Mr. Aye Min Htu	Asst. Mgr.	PHK	05/26/24	05/26/24	08.00	36000	

Requested by: [Signature]  
Approved by: [Signature]  
Checked by: [Signature]  
Reviewed by: [Signature]

New Doc 05-26-2024 13.35  
1:51 PM

**CASH ADVANCE CLEAR FORM**

Date: 2024/05/26  
Requestor Name: Raman  
Department Name: Production  
Advance Amount: 360000

Sl. No.	Advance Type	Year	Requester Signature	Request Date	Amount	Description
1	1 <sup>st</sup> Time Advance	2024	[Signature]	2024/05/26	360000	PHK and Production charges
2	2 <sup>nd</sup> Time Advance					
3	3 <sup>rd</sup> Time Advance					
Total Advance					360000	
Balance Available					360000	

Requested by: [Signature]  
Checked by: [Signature]  
Approved by: [Signature]  
Reviewed by: [Signature]

New Doc 05-26-2024 13.34  
1:52 PM

Sir. Aye Min Htu  
last seen recently

ဆရာရှင်...Raman and PHK UT clear ဝါခေရာ...  
Please proceed MMK 321,000. ✓ 11:01 AM

Su Su Khine  
ဆရာရှင်...Raman genset small အတွက် silenc...  
Please proceed MMK 42,000. 11:02 AM

Su Su Khine  
Album  
Please MMK 80,000. 11:02 AM

Su Su Khine  
Album  
Please proceed to refund MMK 40,000. 11:05 AM

Su Su Khine  
Album  
Please proceed to refund MMK 50,000. 11:07 AM

Su Su Khine  
Album  
ဒီတစ်ခေတ် ကျွန်ုပ်တို့ သေချာ...  
11:48 AM

Su Su Khine  
Album  
Please proceed to refund MMK 1 085 000