

Date	Name	Time		Hours	Amount	Total Hrs	Total Amt	Reasons
		From	To					
3.8.2024	Kyaw Naing Soe	8:00AM	5:00PM	8	9600	16	19200	OT down due to installation late at the Philippine Embassy .
3.8.2024	Kyaw Swar Myint	8:00AM	5:00PM	8	9600			
3.8.2024	Win Kyaw	8:00AM	7:00PM	10	12000	30	34000	OT down due to loading arrival inverters and batterys at Win Food.
3.8.2024	Maung Maung	8:00AM	7:00PM	10	12000			
3.8.2024	Nyein Ko Ko Win	8:00AM	7:00PM	10	10000			
4.8.2024	Win Htut Aung	8:00AM	8:00PM	10.5	12600	21	25200	OT down due to installation late at the Philippine Embassy .
4.8.2024	Win Kyaw	8:00AM	8:00PM	10.5	12600			
6.8.2024	Myo Thandar Kyaw	5:00PM	8:30PM	3.5	4200	10.5	12600	OT down due to inspection late at the Customer Ko Paing Phyo Oo.
6.8.2024	Khine Win	5:00PM	8:30PM	3.5	4200			
6.8.2024	Maung Maung	5:00PM	8:30PM	3.5	4200			
14.8.2024	Win Htut Aung	5:00PM	8:00PM	3	3600	6	7200	OT down due to installation late at the Shwe Ngar Factory .
14.8.2024	Hnin Nandar	5:00PM	8:00PM	3	3600			
Total						83.5	98200	



OVERTIME REQUEST FORM

BU/BR/Div Name : Renewable Energy

Department : Service

Reason for Overtime :OT down due to installation delays at the Philippine Embassy .

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	3.8.2024	Kyaw Naing Soe		8.00AM	5.00PM	8	9600	
2	3.8.2024	Kyaw Swar Myint		8.00AM	5.00PM	8	9600	
						Total Hours	16	
						Total Amount	19,200	

Prepared By

Name: Phway Yu Mon

Knownleged By

Name: Aung Ko Ko Oo

Approved By
(GM/AGM/COO)

Name: Phyo Thu

Check By HR

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 loading arrival inverters and batterys at Win Food.

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	3.8.2024	Win Kyaw		8:00AM	7:00PM	10	12000	
2	3.8.2024	Maung Maung		8:00AM	7:00PM	10	12000	
3	3.8.2024	Nyein Ko Ko Win		8:00AM	7:00PM	10	10000	
						Total Hours	30	
						Total Amount	34,000	

Prepared By

Name: Phway Yu Mon

Knownleged By

Name: Aung Ko Ko Oo

Approved By

Name: Phyo Thu

Check By HR

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 late at the Philippine Embassy .

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	4.8.2024	Win Htut Aung		8.00AM	8.00PM	10.5	12600	
2	4.8.2024	Win Kyaw		8.00AM	8.00PM	10.5	12600	
						Total Hours	21	
						Total Amount	25,200	

Prepared By
[Signature]
Name: Phway Yu Mon

Knownledged By
[Signature]
Name: Aung Ko Ko Oo

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

Check By HR
[Signature]
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 inspection late at the Customer Ko Paing Phyo Oo.

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	6.8.2024	Myo Thandar Kyaw		5:00PM	8:30PM	3.5	4200	
2	6.8.2024	Khine Win		5:00PM	8:30PM	3.5	4200	
3	6.8.2024	Maung Maung		5:00PM	8:30PM	3.5	4200	
						Total Hours	10.5	
						Total Amount	12,600	

Prepared By
[Signature]
Name: Phway Yu Mon

Knownledged By
[Signature]
Name: Aung Ko Ko Oo

Approved By
[Signature]
Name: Phyo Thu

Check By HR
[Signature]
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 delays at the Shwe Ngar Factory .

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	14.8.2024	Win Htut Aung		5:00PM	8:00PM	3	3600	
2	14.8.2024	Hnin Nandar		5:00PM	8:00PM	3	3600	
						Total Hours	6	
						Total Amount	7,200	

Prepared By

Name: Phway Yu Mor

Knownledged By

Name: Aung Ko Ko Oo

Approved By

Name: Phyo Thu

Check By HR

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

Phyo Thu
19/8/24