



OVERTIME REQUEST FORM

BU/BR/Div Name : PG BU

Department : Rental

Reason for Overtime : Machine Delivery , Urgent Job , Regular Service. (Bago ,Khayan , N-Dagon ,Yankin) Job Site

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	8.9.2024	Pyae Phyo Kyaw	1200	02:00PM	07:30PM	5	6000	Machine Delivery to Tarmwe Customer -City Properties VP-550S , 500KVA, 2306055
2		Yan Myo Aung	1000	02:00PM	07:30PM	5	5000	
3	5.9.2024	Min Khant Kyaw	1200	05:00PM	08:30PM	3.5	4200	Machine Delivery to Khayan Customer -GLC Myanmar DE-275D5 , A1607083
4		Yan Myo Aung	1000	05:00PM	08:30PM	3.5	3500	
5	12.9.2024	Pyae Phyo Kyaw	1200	5:00PM	8:00PM	3	3600	Machine Regular Service to Bago Customer -Myanmar CP DE-66D5 ,A1607046 ,60KVA
6		Yan Myo Aung	1000	5:00PM	8:00PM	3	3000	
7	14.9.2024	William Aung	1200	7:00AM	8:00PM	12	14400	Machine Delivery to Khayan Customer -Mya Gabar Rice Mill MVP-370S , 2012651908
8		Min Khant Kyaw	1200	7:00AM	8:00PM	12	14400	
9		Toe Wai Phyo	1200	7:00AM	8:00PM	12	14400	
10		Yan Myo Aung	1000	7:00AM	8:00PM	12	12000	
11	18.9.2024	William Aung	1200	5:00PM	10:00PM	4.5	5400	Machine Delivery to Khayan Customer -Aung yadanar DE110D5 ,A1607042 & Machine Regular Service , GLC Myanmar DE275D5 ,A1607083 Urgent -Customer Call -Engine Can't start problem Mya Gabar
12		Pyae Phyo Kyaw	1200	5:00PM	10:00PM	4.5	5400	
13		Toe Wai Phyo	1200	5:00PM	10:00PM	4.5	5400	
14		Kyaw Min Khaing	1200	5:00PM	10:00PM	4.5	5400	
15		Yan Myo Aung	1000	5:00PM	10:00PM	4.5	4500	
16	20.9.2024	William Aung	1200	5:00PM	6:30PM	1.5	1800	Urgent Call to Yankin Voltage adjust problem Myanmar Intenational School -YGN DE165D5 , A1607037 to North Dagon
17		Toe Wai Phyo	1200	5:00PM	6:30PM	1.5	1800	
18		Toe Toe	1200	5:00PM	6:30PM	1.5	1800	
19	22.9..2024	Min Khant Kyaw	1200	10:00AM	2:00PM	4	4800	Sky Country EDL-30000STE ,Q9CK100215
20		Yan Myo Aung	1000	10:00AM	2:00PM	4	4000	
Total Hours						106	120800	
Total Amount								

Prepared By

Name: Hnin Yu Yu Khine

Knowledged By

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Name: Aung Ko Oo

Approved By
(GM/AGM/COO)

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Name: Soe Htet Tin

k,

Check By HR

Name: Zin Mar Kyaw