



OVERTIME REQUEST FORM

BU/BR/Div Name : PG BU
 Department : Rental Department
 Reason for Overtime : Fuel Filter Problem

No	Date	Name	Position level	Time		Hours	Amount	Remark
				From	To			
1	03.04.2025	Pyae Phyo Kyaw	Sr.service man	5:00PM	7:00PM	2.0	2400	Matador 200 KVA Fuel Filter problem Model -DE220D5 Sr - A1607033 Customer - 333 Plastic Location - Htantapin
2		Toe Toe	Operator	5:00PM	7:00PM	2.0	2400	
		Kyae Min Khaing	Operator	5:00PM	7:00PM	2.0	2400	
		Kaung Khant Kyaw	Operator	5:00PM	7:00PM	2.0	2000	
Total Hours						4.0	4800	LMJ
Total Amount						8	9200	

Requested by

Sign

Name Hau Yee Htet
 (Requestor)

Approved by

Aung Ko Oo
 (DH)

Approved by

Soe Htet Pin
 (GM/AGM/COO)

Checked by

Soe Loe Nandee Tem
 (HR)

05-CHL-HRM-FRM-020-05