



OVERTIME REQUEST FORM

BU/BR/Div Name : PG BU
 Department : Rental Department
 Reason for Overtime : Machine Return, Pre Delivery, Customer Urgent Call.

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	20.07.2024	Myo Myint Aung	1200	9:30 AM	3:30 PM	5.5 hrs	6600	Customer Leplanture, 200Kva, DE275D5, a1607083, Location - University Avenue, Return Job
2	24.07.2024	Min Khant Kyaw	1200	5:00 PM	11:00 PM	5.5 hrs	6600	Customer -Royal Garden, 100KVA, DE110D5, A1607039, Site Location - Bago, PDI Job
3	24.07.2024	Toe Wai Phyo	1200	5:00 PM	11:00 PM	5.5 hrs	6600	
4	29.07.2024	Myo Myint Aung	1200	5:00 PM	10:00 PM	4.5 hrs	5400	Customer -athinkya, 250KVA, DE-275D5, A1607082 -Site Location- Ngwe saung, Return Job
5	30.07.2024	Pyae Phyo Kyaw	1200	6:00 AM	8:00 AM	2 hrs	2400	550S, 2306055, Site Location -N-Okkalar, Voltage adjustment checking & Load test run
6	30.07.2024	Min Khant Kyaw	1200	6:00 AM	8:00 AM	2 hrs	2400	
7	31.07.2024	Myo Myint Aung	1200	5:00 PM	8:16 PM	3 hrs	3600	Customer -Guding Star, 30KVA, EDL30000STE, Q9CK100215, Site Location - Thanlyin, Pre Delivery Job
8	8.8.2024	Pyae Phyo Kyaw	1200	5:00 PM	7:45 PM	2.5 hrs	3000	Customer -KBTC, 100KVA, SDG125-3A6, 1263A60286, Job site -Kamaryut, Engine Can't start Problem.
9	8.8.2024	Min Khant Kyaw	1200	5:00 PM	7:45 PM	2.5 hrs	3000	
10	10.08.2024	Pyae Phyo Kyaw	1200	5:00 PM	7:00 PM	2 hrs	2400	Customer -KBTC, 100KVA, SDG125-3A6, 1263A60286, Job site -Kamaryut
11	10.08.2024	Yan Myo Aung	1000	5:00 PM	7:00 PM	2 hrs	2000	
Total Hours						37 hrs	44000	
Total Amount								

Prepared By:  Name: Hain Yu Khabe
 Knownledged By:  Name: Aung Hsiao
 Approved By: _____ Name: _____
 Check By HR:  Name: Zin Awar Begaw

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