



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Thek Khone Htlee		Estimated Date of Travel	25.11.24 to 15.12.24
Position Rank	Ryau Aung Soe, Aung Phye		Total Day	21 days
BU/BR/DIV, Dept	MOP, STOP, STOP		Destination	
Purpose	Service			
To install 100 kW on Grid Solar System & 32 unit Solar PV adding				
Travelling Permit				
Arrival Place	Dawei			
Actual Date & Time of Travel	25.11.24 to 15.12.24			
Total Day	21 days			
HR Name	Khu Ni Aung Mye			
HR Sign				
BOH/Authorized Person Name				
BOH/Authorized Person	Khen Mar Thi			
Advance Clear				
Actual Date & Time of Travel	25.11.24 to 15.12.24		Total Day	21 day
Departure Date & Time	25.11.24		Arrival Date & Time	15.12.24
Date	Description	Total Amount		
		Kyats	USD	
25.11.24 to 15.12.24	TA Charges (21 x A5,000) For 3 person TRH, APT, RUS	945,000		
	Bus ticket	800,000		
	Government Relationship	41,000		
Total Expense (Kyats/USD)		1,286,000		
Cash Advance (Kyats/USD)		70,000		
Balance Refund/Additional (Kyats/USD)		586,000		
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	E. Thue Phyo	Admin	18.12.24	
Approved By Dept Head	Aung Ro Ro Co	ADH	18.12.24	
Approved By GM/AGM/COO	Phyo Thu	AGM	19.12.24	
Acknowledged by related Superior for Job Report	Aung Hein Won	GM		
HR Check & Approved	Nyan E E Khazay	HR	18.12.24	
Cash Received				
Remark				



GENERAL EXPENSE CLAIM FORM



Party Name : RE
 Department Name : Service

No.	Date	Name	Description	Amount	Remark	
10	15.12.24	Phet Khone Hwa	Tray @ (6m; 200p)	500,000/-	Express mail	
		Aug Phyoe Thu	09.953225606	}	for 2019/2020	
			1x 100,000 (for one person)			Accounting
			Down to Yangon			for 2020/2021
Total Amount				500,000/-		

Requested by: *Phet Khone Hwa*
 Name: *Phet Khone Hwa* (Requester)

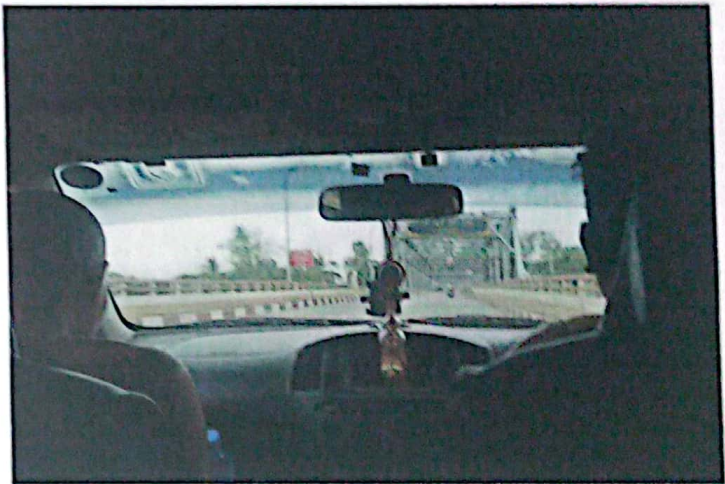
Approved by: *Aug Phyoe Thu*
 Name: *Aug Phyoe Thu* (Department Head)

Checked by: *Nway Nway*
 Name: *Nway Nway* (Related FNA/Corp FNA)

Approved by: *Phyoe Thu*
 Name: *Phyoe Thu* (OM/AGM/GM)

Approved by: *[Signature]*
 Name: (ACOO/COO/MD/VCM)

02-REN-FNA-FRM-002-01



ရက်စွဲ ။ ။ ၁၅.၁၂.၂၀၂၄

အကြောင်းအရာ ။ ။ နယ် Job Siteများသွားရာတွင် Government Relationship အဖြစ်ပေးဆောင်ခြင်း။

Renewable Energy Business Unit – Service Department မှ PIC – Thet Khine Htwe, Kyaw Naing Soe, Aung Phyoe Thu တို့သည် Dawei သို့ 100kW Solar System Installation သွားရောက်ပြုလုပ်ရာမှ အပြန်တွင် Government Relationship အဖြစ် ကလိန်အောင် တံတားတွင် - 10,000/-, မလွဲတောင် ဂိတ်တွင်-9,000/-, ဝေး တံတား အဝင်ဂိတ် (ကရင်)တွင် 10,000/-, ရေးတံတား အထွက် ဂိတ်တွင် 6,000/-, သံဖြူရေပံမြို့အထွက် တွင် -6,000/-, ကျပ် စီ ပေးဆောင်ခဲ့ရပါသဖြင့် စုစုပေါင်း - 41,000/- ကျပ်ပြန်လည်ထုတ်ယူခွင့်ပြုပါရန် တောင်းခံအပ်ပါသည်။

Requested By



Thet Khine Htwe

MCDP

Service Dept;

Checked By



Aung Ko Ko Oo

ADH

Service Dept;

Checked By



Nyein Ei Ei Khaing

HR

Administration

Acknowledged By



Phyoe Thu

AGM

Management

Approved By



U Aye Min Htoon

Vice Chairman

Management



TRAVELLING REPORT

Date: 17.12.24

Report To	Aung Ro Ro Co	
Employee Name	The Khine Hwe, Rynwong Soe, Aung Dhye Tin	
Position	MEDP, STDP, STDP	
Department	Service	
Business	RE	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	25.10.24	24.11.24
Total Days		
Trip Information	1. From YGID To Dawei	
	2. From To	
	3. From To	
Purpose For Travelling	100kw on Grid Solar System Installation Dawei U Myo Mon Htin (U Maung ²) M'banpattajee factory.	
Travel Date	Activities	Remark
	Daily reports attached by below.	

Reported by

Sign :

Name : The Khine Hwe

Position : MEDP

Checked by

Sign :

Name : Aung Ro Ro Co

Position : ADH

(DH/AGM/GM)

Approved by

Sign :

Name : U Aye Mon Htin

Position :

(COO)

05-CHL-HRM-FRM-064-01

	Date	Status	Job Types/Number
1	25.10.24	Attend	Went to Dawei from Yangon to Install 100kW On Grid Solar System.
2	26.10.24	Holiday	Went to customer Ko Maung Maung site to take the roof top dimensions for solar panels. And checked the arrival accessories for the site
3	27.10.24	Holiday	Today at U Maung Maung site , calculate and take the dimensions for installing aluminium rail rods. And set up L-feets and rail rods for solar panels.
4	28.10.24	Attend	Did morning exercise and made 5s. And joined the service meeting. At Dawei Customer KO Mg Mg site does not draw L-feet. Since the building needs to be raised by one floor and new tins are to be replaced, We will try to make an inverter stand and iron plate for the L-feet slot.
5	29.10.24	Attend	Did morning exercise and made 5s. Went to the bank to take for site budget. We are planning discuss with a iron maker to make a stand for 100kw ongrid system inverter at Dawei customer Ko Mg Mg site. And we discuss about how solar cable way design runs to the inverter.
6	30.10.24	Attend	Did the morning exercise and made 5s in the office yard. Went to buy the ironplate for the inverter stand. Then at the Dawei customer Ko Maung Maung site, the inverter stand was installed and the inverter has also been installed.
7	31.10.24	Attend	Did morning exercise. And went to customer U Maung Maung site for preparing to be ready the solar cable ways when actually run the solar cable .
8	1.11.24	Holiday	Went to Dawei Highway car park to take earthing rods and the accessorie boxes for job site. At Dawei customer Ko Mg Mg site 100kw ongrid system installation , iron plate slot is drawn and installed L-feets. Finished drawn L-feets for solar sheets (39)pcs.
9	2.11.24	Attend	At the Dawei customer Ko Maung Maung site, we drew the rails for 30 solar panels today. It rained from around 11:30 until the evening, so we couldn't continue to draw the rail rods.
10	3.11.24	Holiday	At Dawei customer Ko Mg Mg site, iron plates are installed to draw L-feet. All L-feet & Rail rods are installed for the plate (30). The installation of L-feet & Rail rods for sheet (20) is not finished yet.
11	4.11.24	Attend	Morning Exercise Dawei branch Dawei customer Ko Maung Maung site, I drew L_feet slotted iron plates for 20 sheets and also drew Rail rods... Then count the next 9 sheets. L-Feet slotted iron plates have been drawn and L-feet installed.
12	5.11.24	Attend	Morning Exercise Dawei branch Dawei customer Ko Maung Maung site, I drew L_feet slotted iron plates for 20 sheets and also drew Rail rods... Then count the next 9 sheets. L-Feet slotted iron plates have been drawn and L-feet installed.
13	6.11.24	Attend	Today, at the Dawei customer Ko Maung Maung site, double-checked the Rail & L-feet and re-tightened it. Then checked the material list. Also starting to prepare the building to put 32 sheets.

14	7.11.24	Attend	Today, talked to the people who will install the solar panels at the Dawei customer Ko Maung Maung site and made an appointment. After that, we will look at the places where the earth will be shot and talk with the customer about moving the solar panels from the warehouse to the site.
15	8.11.24	Attend	For Dawei customer Ko Mg Mg site 100 kw ongrid system installation , moved the solar panel (3) pallet to the site at the garage.
16	9.11.24	Holiday	Today at Dawei customer Ko Mg Mg site 100kw ongrid system installation , installed solar panels 72pcs.
17	10.11.24	Holiday	At Dawei customer Ko Maung Maung site , continuous installed solar panels and totally solar panels (124)pcs had been installed.
18	11.11.24	Attend	Today, at the Dawei customer Ko Maung Maung site, we installed grounding lugs and measured and calculated the distances of the solar cable string from the solar panel to the solar breaker panel and from the panel to the inverter.
19	12.11.24	Attend	Made morning exercise at Dawei branch. _ Today at Dawei customer Ko Maung Maung site , find out the places where the earthing system will make and any earth rods were put into the ground.
20	13.11.24	Attend	Did morning exercise at Dawei branch. Today, at the Dawei customer Ko Maung Maung site, rechecked the solar cable strings and measured the string distances again. The materials sent from Yangon arrived around noon. We checked the materials and drew the design for running the metal trunking way for tomorrow.
21	14.11.24	Attend	Did morning exercise at Dawei branch. _ Bought needed accessories for making metal trunking way. _ And we made a metal trunking way to run DC solar cable and AC cable at Dawei customer Ko Maung Maung site.
22	15.11.24	Holiday	made metal trunking covers at the Dawei customer Ko Maung Maung site today, and the items sent from Myeik arrived in the afternoon, so we checked the items and continued as much as got Earth points.
23	16.11.24	Attend	Did morning exercise at Dawei branch. Today, at the Dawei Customer Ko Maung Maung site, connected the earthing cables and marked the solar panel to panel box DC solar cable (Red) 8 strings.
24	17.11.24	Holiday	Today at Dawei customer Ko Maung Maung's site , solar panel to panel DC solar cable (Black) 8 Strings have been prepared and many Earth points have been installed. Solar string ways and Looping cables are also ready.
25	18.11.24	Attend	At Dawei customer Ko Maung Maung site, 5 strings of solar strings have been drawn today. Trunking ways have also been installed ready to draw solar strings to the panel box.
26	19.11.24	Attend	Dawei branch Morning exercise Morning meeting Today, we continued to draw solar strings at the Dawei customer Ko Maung Maung site. Many strings have reached the path where the strings meet and go down.
27	20.11.24	Attend	Dawei branch Morning exercise Dawei customer Ko Mg Mg site 100kw ongrid solar system installation, installed the iron plate and L-feet to draw L-feet for solar panel (32) pcs.

28	21.11.24	Attend	Dawei branch Morning exercise Today, at Dawei customer Ko Maung Maung 100KW On-Grid system site, we installed rail rods for 32 solar panels and connected the remaining solar strings...a total of 8 strings have been assembled and sent to the destination.
29	22.11.24	Attend	Did Morning exercise at Dawei Branch. Today, at Dawei customer Ko Maung Maung site, 8 strings of solar string have been drawn from the roof to the panel.
30	23.11.24	Holiday	Today at Dawei customer Ko Maung Maung site, Panel to Inverter DC solar cable 10 string has been assigned and the cable way has also been prepared.
31	24.11.24	Holiday	Dawei customer Ko Mg Mg site 100kw ongrid solar system installation Solar cable is drawn from the panel to the inverter. Solar panel (32) is installed