



CASH ADVANCE CLEAR FORM

Date : 3/4/24
 BU/BR Division : Reman
 Department : Production
 Advance Issue : 141400 Kyats/.....USD

No	Issue Time	Date	Payment Voucher No	Amount		Descriptions
				USD	Kyats	
1	1 st Time Advance	20.3.24	2024/3/089		86400	OT charges.
2	2 nd Time Advance	20.3.24	2024/3/090		40000	Reman + Reman + PHK
3	3 rd Time Advance	20.3.24	2024/3/10892		15000	
Total Advance					141400	
Total Actual					138000	
Balance Refund/Additional					3400	

Requester

 Su Su Khine
 Requester

Checked By

 Phyo
 Mgr/DH

Checked By

 Khin Sae Win
 Finance & Account

Approved By

 Ko Maung²
 GM/AGM/COO

Approved By
 tele approved
 Sir. Aye Min Htoon
 CMC

OVERTIME REQUEST FORM



BR/Div Name : Reman
 Department : Production (PHK)
 Reason for Overtime : 16928/16930 / Mounting MCV and hydraulic piping

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1.	2-3-24	Kyaw Khine Oo	3C	8:00 AM	5:00 PM	2 8h	9600	
2.	"	Pyae Phyo Kyaw	3A/2C	"	"	"	9600	
3.	"	Sawan Htet Naing	2BC	"	"	"	9600	
4.	"	Naing Min Thant	2A	"	"	"	9600	
5.	"	Si Thu Aung	2A	"	"	"	9600	
6.	"	Hein Min Htet	2A	"	"	"	9600	
7.	"	Tin Lin Ko	2A	"	"	"	9600	
8.	"	Thura Aung	2A	"	"	"	9600	
9.	"	Aung Naing Myo	2A	"	"	"	9600	
Total Hours						72 h.	86400	
Total Amount								

[Signature]
 Name: Lee See Khine

Requested By
[Signature]
 Name: Pyao
 Date: 2-11-3-24

Approved By
 (GM/AGM/COO)
[Signature]
 Name: Ko Mawng

Checked By HR
[Signature]
 Name: Zay Ya Hinn
 ID: 05-CHL-HRM-FRM-C29

OVERTIME REQUEST FORM

Plant/BR/Div Name : Penang
 Department : Production
 Reason for Overtime : Check fuel line, hgd; & wire line / check fuel line, wire line & start M/C

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1.	8-3-24	Hein Min Htet		5:00 PM	7:00 PM	2h	2400	16779
2.	8-3-24	Zayar Hein					2400	16557
3.	8-3-24	Sawo Steven Aung					2400	
4.	8-3-24	Kyaco Zin Htet					2400	
1.	5-3-24	Aye Chan Moe	3A	5:00 PM	7:00 PM	2h	2400	000482
2.	5-3-24	Zayar Hein	3C				2400	000419
3.	4-3-24	Zayar Hein	3C	5:00 PM	6:30 PM	1.5h	1800	
4.								
Total Hours						13.5h	16,200	
Total Amount								

Prepared By: [Signature]
 Name: Su Su Khine
 Knowledge By: [Signature]
 Name: Tayo

Approved By: [Signature]
 (GM/AGM/COO)
 Name: Ko Maung
 Check By HR: [Signature]
 Name: Zay Yar Linn
 05-CHL-HRM-FRM-020-

UMG

OVERTIME REQUEST FORM

BR/Div Name

: Reman
- Production

Department

Reason for Overtime

: Recon cleaning / Odoo process Running

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1.	2.3.24	Su Myat Hnin		8:30 AM	2:30 PM	5.5h	6600	
2.	2.3.24	Mi Mi Ko		8:00 AM	2:30 PM	6h	7200	
3.	2.3.24	Khin Moe Thee		10:00 AM	2:00 PM	4h	4800	
4.	5.3.24	Ye Htun Naing		5:00 PM	7:00 PM	2h	2400	
5.	5.3.24	Htain Lin Aung				2h	2400	
6.	5.3.24	Zaw Zaing				2h	2400	
7.	5.3.24	Pyae Soe Myint				2h	2400	
Total Hours						23.5h	28200	
Total Amount								

Prepared By

[Signature]

Name: Su Su Khine

Knowledge By

[Signature]
11.3.24

Name: Pyo

Approved By
(GM/AGM/COO)

[Signature]

Name: Ko Maung

Check By HR

[Signature]

Name: Fay Yar Lin

05-CHL-HRM-FRM-01

Date	Name	MC Model	Customer name	Job activity	Remark	
1	5-Mar-24	Aye Chan Moe	Recon	Check fuel line and wire line and start machine		
2		Zayar Hein				
3	4-Mar-24	Aung Kyaw Kyaw				SE210/000482 / 600419
4	5-Mar-24	Ye Htun Naing		Clean to Recon		
5		Zaw Paing				
6		Pyae Sone Kyaw				
7		Htain Lin Aung				
8	7-Mar-24	Ye Htun Naing	Y4100D	Chit Oo Maung		Engine assembly
9		Zaw Paing				
10		Htain Lin Aung				
11	2-Mar-24	Su Myat Hnin		Odo process running		REM
12		Mi Mi Ko				
13		Khin Moe Thet				
14	8-Mar-24	Zayar Hein	EC 290BLC 16779/16557	Recon	Check fuel line and hyd pipe and wire line	
15		Saw Steven Aung				
16		Hein Min Htet				
17		Kyaw Zin Htet				
18	2-Mar-24	Kyaw Khaing Oo	EC460 16938/16930	Nay Min Gabar	Mounting MCV and hydraulic piping	
19		Pyae Phyo Kyaw				
20		Swan Htet Naing				
21		Naing Min Thant				
22		Si Thu Aung				
23		Hein Min Htet				
24		Tin Lin Ko				
25		Thura Aung				
26	Aung Naing Myo					

