



OVERTIME REQUEST FORM

MH881 - 299

BU/BR/DIV Name : **AST BU**
 Department Name : **Service & Production**
 Reason for Overtime : **22.1.25 & 30.1.25**

MP - 7
 Total Day - 5 day

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
	22.1.25	Hdot Prie Phys	kyaw	5:00pm	7:00pm	2hr	2400	change the gear box
	"	Uon Nyan	"	"	"	"	2400	shaft seal &
	"	Arker MM	"	"	"	"	2400	7 poly & 20 poly
	"	Pra Phys Aeng	"	"	"	"	2400	delivery
	23.1.25	Uon Nyan	"	5:00pm	7:30pm	2:30	3000	disassembly mach
	"	Arker MM	"	"	"	"	3000	one fill ender
	"	Hdot Prie Phys Aeng	"	5:00pm	7:00pm	2hr	2400	the roller gears
	24.1.25	Uon Nyan	"	5:00pm	6:30pm	1:30	1800	we search cover
	"	Hdot Prie Phys	kyaw	"	"	"	1800	center frame.
Total Hours							21600	✓
Total Amount							21600	

Requested by
 Sign :
 Name : **Uon Nyan**
 (Requestor)

Approved by
 Sign :
 Name : **Myint Moe Aung**
 (DH)

Approved by
 (GM/AGM/COO)

Checked by
 Sign :
 Name : **Loe Loe Mon**
 (HR)
 05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

MH881 - 299

BU/BR/DIV Name : **AST BU**
 Department Name : **Service & Production**
 Reason for Overtime : **22.1.25 & 30.1.25**

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
	22.1.25	Zen Man Aeng	"	5:00pm	6:30pm	1:30	1800	Painting
	"	Uon Man Aeng	"	"	"	"	1800	"
	23.1.25	Uon Nyan	"	7:00pm	6:00pm	1:00	1200	Engine testings
	"	Hdot Prie Phys	kyaw	"	"	1:00	1200	air function
	30.1.25	Zen Man Aeng	"	5:00pm	6:30pm	1:30	1800	Painting
	"	Uon Man Aeng	"	"	"	"	1800	"
	"	Uon Nyan	"	5:00pm	7:00pm	2hr	2400	Marked the cover
	23.1.25	Mang Aeng	"	5:00pm	7:30pm	2:30	3000	welding
	24.1.25	Mang Aeng	"	5:00pm	6:30pm	1:30	1800	welding
Total Hours							16800	✓
Total Amount							16800	

Requested by
 Sign :
 Name : **Uon Nyan**
 (Requestor)

Approved by
 Sign :
 Name : **Myint Moe Aung**
 (DH)

Approved by
 (GM/AGM/COO)

Checked by
 Sign :
 Name : **Loe Loe Mon**
 (HR)
 05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

M1854E-18822

BU/BR/DIV Name : AGS BU
 Department Name : Service & Production
 Reason for Overtime : 22.1.25 & 30.1.25

MP - 9
 Total Day - 5 days

No.	Date	Name	Position Level	Time		Hours	Amount	Remark	
				From	To				
	22.1.25	Nay Htan Win ~		5:00pm	7:00pm	2hr	2400	waste line inst	
	23.1.25	Nay Htan Win ~		5:00pm	7:30pm	2:30	3000	"	
	"	Yi Wei Yen ~		5:00pm	6:30pm	1:30	1800	Hydraulic serv	
	24.1.25	Yi Wei Yen ~		"	"	"	1800	abnormal	
	27.1.25	Mawng Aung ~		5:00pm	6:00pm	1hr	1200	welding	
	28.1.25	Pye Soe Aung ~		5:00pm	6:30pm	1:30	1800	Hydraulic serv & abnormal	
Total Hours									
Total Amount								102000	12000

Requested by
 Sign :
 Name : Nayon Myem
 (Requestor)

Approved by

 Myint Maw Aung
 (DH)

Approved by
 (GM/AGM/COO)

Checked by

 Lee Lee Mon
 (HR)
 05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : AGS BU



OVERTIME REQUEST FORM

BU/BR/DIV Name : AGG BU
 Department Name : Service & Production
 Reason for Overtime : 22.1.25 & 30.1.25

MI954E-18822

No.	Date	Name	Position Level	Time		Hours	Amount	Remark	
				From	To				
1	22.1.25	Ang Lyeuw Meng	~	5:00pm	7:00pm	2 hr	2400	Hydraulic test mc	
2	"	Ang Lo Lo	~	"	"	"	2400	"	
3	23.1.25	Ang Lyeuw Meng	~	5:00pm	7:30pm	2:30	3000	Hydraulic test mc	
4	"	Ang Lo Lo	~	5:00pm	6:30pm	1:30	1800	& tractor test mc	
5	22.1.25	Zen Man Ang	~	5:00pm	6:00pm	1hr	1200	Reaming	
6	24.1.25	Zen Man Ang	~	5:00pm	6:30pm	1:30hr	1800	"	
7	"	Wan Man Ang	~	"	"	"	1800	"	
8	"	Ang Lyeuw Meng	~	"	"	"	1800	Finishing	
9	"	Ang Lo Lo	~	"	"	"	1800	"	
Total Hours									
Total Amount								78000	

Requested by
 Sign :
 Name : Ngiam Ngiam
 (Requestor)

Approved by

 Name : Muzet Muzet Ang
 (DH)

Approved by
 (GM/AGM/COO)

Checked by

 Name : Lar Lar Mon
 (HR)
 05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : AGG BU
 Department Name : Service & Production
 Reason for Overtime : 22.1.25 & 30.1.25

MI954E-18822

No.	Date	Name	Position Level	Time		Hours	Amount	Remark	
				From	To				
1	27.1.25	Ang Lyeuw Meng	~	5:00pm	6:30pm	1hr	1200	Grinding	
2	"	Ang Lo Lo	~	"	"	1hr	1200	"	
3	"	Yeap Yee Yan	~	"	"	1hr	1200	"	
4	30.1.25	Ang Lyeuw Meng	~	5:00pm	7:00pm	2hr	2400	Grind axle oil	
5	"	Yeap Yee Yan	~	"	"	2hr	2400	Grinding	
6	27.1.25	Zen Man Ang	~	5:00pm	6:30pm	1:30hr	1800	Reaming	
7	"	Wan Man Ang	~	"	"	"	1800	"	
8	22.1.25	Meng Ang	~	5:00pm	7:00pm	2hr	2400	welding	
Total Hours									
Total Amount								74400	

Requested by
 Sign :
 Name :
 (Requestor)

Approved by

 Name : Muzet Muzet Ang
 (DH)

Approved by
 (GM/AGM/COO)

Checked by

 Name : Lar Lar Mon
 (HR)
 05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : MS BU
 Department Name : Service & Production
 Reason for Overtime : 22.1.25 & 30.1.25

No.	Date	Name	Position Level	Time		Hours	Amount	Remark	
				From	To				
1	22.1.25	Pyre Sone Nong	"	5:00pm	6:00pm	1 hr	1800	Machine area	
2	"	Yi Xue Yan	"	"	"	"	1200	2895-1743	
3	24.1.25	Arker Man	"	5:00pm	6:30pm	1:30	1800	Workshop area	
4	"	Pyre Phyo Aung	"	"	"	"	1800	Cleaning	
5	30.1.25	Hlot Pyre Phyo Aung	"	5:00pm	7:00pm	2 hr	2400	In case installation	
6	"	Pyre Phyo Aung	"	"	"	"	2400	Auxiliary	
7	"	Mong Aung	"	"	"	"	2400	welding	
Total Hours									
Total Amount								13200	

Requested by: Nye Nye (Requestor)
 Approved by: Mjint Moe Aung (DH)
 Approved by: _____ (GM/AGM/COO)
 Checked by: Lae Lae Mon (HR)
 05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : MS BU
 Department Name : Service & Production
 Reason for Overtime : 22.1.25 & 30.1.25

35445-1021
 MP - 2
 Total day - 1 day

No.	Date	Name	Position Level	Time		Hours	Amount	Remark	
				From	To				
1	30.1.25	Arker Man	"	3:00pm	7:00pm	2 hr	2400	Dis: Sand	
2	"	Aung Ho Ko	"	"	"	"	2400	L & R	
3	24.1.25	Pyre Sone Nong	"	5:00pm	6:30pm	1:30	1800	Dis: the capacitor	
4	27.1.25	Pyre Sone Nong	"	5:00pm	6:00pm	1 hr	1200	Mounted the mach	
5	30.1.25	Pyre Sone Nong	"	5:00pm	7:00pm	2 hr	2400	accessories	
Total Hours								4800	
Total Amount								10200	

Requested by: Nye Nye (Requestor)
 Approved by: Mjint Moe Aung (DH)
 Approved by: _____ (GM/AGM/COO)
 Checked by: Lae Lae Mon (HR)
 05-CHL-HRM-FRM-020-05