



OVERTIME REQUEST FORM

BU/BR/Div Name : PG BU
 Department : Rental Department
 Reason for Overtime : PDI and test run inspection load site check

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	2.3.2025	Toe Wai Phy	1200	7:30AM	5:00PM	8.5	10200	Matador 60 KVA PDI and test run inspection load site check, Customer-Myo Ko Ko Htun, East Dagon Matador 100 KVA breaker breaker abnormal Customer-I Four, Tharkata
2	2.3.2025	Kaung Khant Kyaw	1000	7:30AM	5:00PM	8.5	8500	
Total Hours						17.0	18700	
Total Amount								

Prepared By

Hsu Yee Htet

Hsu Yee Htet

Knownledged By

Aung Ko Oo

Name: Aung Ko Oo

Approved By
(GM/AGM/COO)

Soe Htet Tin

Name: Soe Htet Tin

Check By HR

Phyo Wai Nyein

Name: Phyo Wai Nyein
05-CHL-HRM-FRM-020-04

Ti