

T&B BU OT list for April '25			
No	Description	Department	Amount
1	T&B OT for April '25	Service	<i>[Signature]</i> 115,200
2		Driver KHZ	<i>[Signature]</i> 101,400
3		Driver PYN	<i>[Signature]</i> 103,200
4		Security	<i>[Signature]</i> 520,000
5		Cleaner	<i>[Signature]</i> 28,800
Total Amount			868,600
Advance			1,000,000
Balane			131,400

[Signature]
25/4/25
EMS

[Signature]
25.4.25

5

OVERTIME REQUEST for Driver April 25

BU/BR/Div Name		T&B BU (ISUZU BU)										
Department		Administration										
Reason for Overtime		Ferry Way (Hlaing Thar Yar to ISUZU Compass Auto)										
No	Over Time Date	BU/BR/Div	Department Name	Name	Rank	Time		Hours	Hour	1Hour Price	Amount	Remark
						From	To					
1	24-Mar-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00 AM	8:00 AM	2:00	2	1200	2,400	
				Kaung Htet Zaw	1A	5:00 PM	8:00 PM	3:00	3	1200	3,600	
2	25-Mar-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00 AM	8:00 AM	2:00	2	1200	2,400	
				Kaung Htet Zaw	1A	5:00 PM	7:30 PM	2:30	2.5	1200	3,000	
3	26-Mar-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00 AM	8:00 AM	2:00	2	1200	2,400	
				Kaung Htet Zaw	1A	5:00 PM	7:30 PM	2:30	2.5	1200	3,000	
5	28-Mar-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00 AM	8:00 AM	2:00	2	1200	2,400	
				Kaung Htet Zaw	1A	5:00 PM	8:00 PM	3:00	3	1200	3,600	
6	29-Mar-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00 AM	8:00 AM	2:00	2	1200	2,400	
				Kaung Htet Zaw	1A	5:00 PM	7:30 PM	2:30	2.5	1200	3,000	
8	31-Mar-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00 AM	8:00 AM	2:00	2	1200	2,400	
				Kaung Htet Zaw	1A	5:00 PM	8:00 PM	3:00	3	1200	3,600	
9	1-Apr-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00 AM	8:00 AM	2:00	2	1200	2,400	
				Kaung Htet Zaw	1A	5:00 PM	8:00 PM	3:00	3	1200	3,600	
10	2-Apr-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00 AM	8:00 AM	2:00	2	1200	2,400	
				Kaung Htet Zaw	1A	5:00 PM	7:30 PM	2:30	2.5	1200	3,000	
11	3-Apr-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00 AM	8:00 AM	2:00	2	1200	2,400	
				Kaung Htet Zaw	1A	5:00 PM	8:00 PM	3:00	3	1200	3,600	
12	4-Apr-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00 AM	8:00 AM	2:00	2	1200	2,400	
				Kaung Htet Zaw	1A	5:00 PM	7:30 PM	2:30	2.5	1200	3,000	
13	5-Apr-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00 AM	8:00 AM	2:00	2	1200	2,400	
				Kaung Htet Zaw	1A	5:00 PM	7:00 PM	2:00	2	1200	2,400	
15	7-Apr-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00 AM	8:00 AM	2:00	2	1200	2,400	
				Kaung Htet Zaw	1A	5:00 PM	7:30 PM	2:30	2.5	1200	3,000	
16	8-Apr-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00 AM	8:00 AM	2:00	2	1200	2,400	
				Kaung Htet Zaw	1A	5:00 PM	7:30 PM	2:30	2.5	1200	3,000	
17	9-Apr-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00 AM	8:00 AM	2:00	2	1200	2,400	
				Kaung Htet Zaw	1A	5:00 PM	8:00 PM	3:00	3	1200	3,600	
18	10-Apr-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00 AM	8:00 AM	2:00	2	1200	2,400	
				Kaung Htet Zaw	1A	5:00 PM	7:30 PM	2:30	2.5	1200	3,000	
19	11-Apr-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00 AM	8:00 AM	2:00	2	1200	2,400	
				Kaung Htet Zaw	1A	5:00 PM	8:00 PM	3:00	3	1200	3,600	
20	22-Apr-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00 AM	8:00 AM	2:00	2	1200	2,400	
				Kaung Htet Zaw	1A	5:00 PM	8:00 PM	3:00	3	1200	3,600	
21	23-Apr-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00 AM	8:00 AM	2:00	2	1200	2,400	
				Kaung Htet Zaw	1A	5:00 PM	7:30 PM	2:30	2.5	1200	3,000	
Total Hours								84:00:00	84.5	43200	101,400	

12
LRTW
12-11-15

OVERTIME REQUEST for Driver April 25

BU/BR/Div Name				T&B BU (001/23) BU									
Department				Administration									
Reason for Overtime				Ferry Way (Hiring Thai Yat to BU/231 Computer Auto)									
No	Over Time Date	BU/BR/Div Name	Department Name	Name	Rank	Time		Hours	Hour	Hour Price	Amount	Remarks	
						From	To						
1	24-Mar-25	T&B BU	Driver	Pyae Phyoo Naing	1A	6:00 AM	8:00 AM	2:00	2	1200	2,400		
				Pyae Phyoo Naing	1A	5:00 PM	8:00 PM	3:00	3	1200	3,600		
2	25-Mar-25	T&B BU	Driver	Pyae Phyoo Naing	1A	6:00 AM	8:00 AM	2:00	2	1200	2,400		
				Pyae Phyoo Naing	1A	5:00 PM	8:00 PM	3:00	3	1200	3,600		
3	26-Mar-25	T&B BU	Driver	Pyae Phyoo Naing	1A	6:00 AM	8:00 AM	2:00	2	1200	2,400		
				Pyae Phyoo Naing	1A	5:00 PM	7:30 PM	2:30	2.5	1200	3,000		
4	28-Mar-25	T&B BU	Driver	Pyae Phyoo Naing	1A	6:00 AM	8:00 AM	2:00	2	1200	2,400		
				Pyae Phyoo Naing	1A	5:00 PM	8:00 PM	3:00	3	1200	3,600		
5	29-Mar-25	T&B BU	Driver	Pyae Phyoo Naing	1A	6:00 AM	8:00 AM	2:00	2	1200	2,400		
				Pyae Phyoo Naing	1A	5:00 PM	8:00 PM	3:00	3	1200	3,600		
6	31-Mar-25	T&B BU	Driver	Pyae Phyoo Naing	1A	6:00 AM	8:00 AM	2:00	2	1200	2,400		
				Pyae Phyoo Naing	1A	5:00 PM	8:00 PM	3:00	3	1200	3,600		
7	1-Apr-25	T&B BU	Driver	Pyae Phyoo Naing	1A	6:00 AM	8:00 AM	2:00	2	1200	2,400		
				Pyae Phyoo Naing	1A	5:00 PM	7:30 PM	2:30	2.5	1200	3,000		
8	2-Apr-25	T&B BU	Driver	Pyae Phyoo Naing	1A	6:00 AM	8:00 AM	2:00	2	1200	2,400		
				Pyae Phyoo Naing	1A	5:00 PM	8:00 AM	3:00	3	1200	3,600		
9	3-Apr-25	T&B BU	Driver	Pyae Phyoo Naing	1A	6:00 AM	8:00 AM	2:00	2	1200	2,400		
				Pyae Phyoo Naing	1A	5:00 PM	7:30 PM	2:30	2.5	1200	3,000		
10	4-Apr-25	T&B BU	Driver	Pyae Phyoo Naing	1A	6:00 AM	8:00 AM	2:00	2	1200	2,400		
				Pyae Phyoo Naing	1A	5:00 PM	7:30 PM	2:30	2.5	1200	3,000		
11	5-Apr-25	T&B BU	Driver	Pyae Phyoo Naing	1A	6:00 AM	8:00 AM	2:00	2	1200	2,400		
				Pyae Phyoo Naing	1A	5:00 PM	8:00 PM	3:00	3	1200	3,600		
12	7-Apr-25	T&B BU	Driver	Pyae Phyoo Naing	1A	6:00 AM	8:00 AM	2:00	2	1200	2,400		
				Pyae Phyoo Naing	1A	5:00 PM	7:30 PM	2:30	2.5	1200	3,000		
13	8-Apr-25	T&B BU	Driver	Pyae Phyoo Naing	1A	6:00 AM	8:00 AM	2:00	2	1200	2,400		
				Pyae Phyoo Naing	1A	5:00 PM	8:00 PM	3:00	3	1200	3,600		
14	9-Apr-25	T&B BU	Driver	Pyae Phyoo Naing	1A	6:00 AM	8:00 AM	2:00	2	1200	2,400		
				Pyae Phyoo Naing	1A	5:00 PM	8:00 PM	3:00	3	1200	3,600		
15	10-Apr-25	T&B BU	Driver	Pyae Phyoo Naing	1A	6:00 AM	8:00 AM	2:00	2	1200	2,400		
				Pyae Phyoo Naing	1A	5:00 PM	7:30 PM	2:30	2.5	1200	3,000		
16	11-Apr-25	T&B BU	Driver	Pyae Phyoo Naing	1A	6:00 AM	8:00 AM	2:00	2	1200	2,400		
				Pyae Phyoo Naing	1A	5:00 PM	8:00 PM	3:00	3	1200	3,600		
17	22-Apr-25	T&B BU	Driver	Pyae Phyoo Naing	1A	6:00 AM	8:00 AM	2:00	2	1200	2,400		
				Pyae Phyoo Naing	1A	5:00 PM	7:30 PM	2:30	2.5	1200	3,000		
18	23-Apr-25	T&B BU	Driver	Pyae Phyoo Naing	1A	6:00 AM	8:00 AM	2:00	2	1200	2,400		
				Pyae Phyoo Naing	1A	5:00 PM	7:30 PM	2:30	2.5	1200	3,000		
Total Hours									86	43200	103,200		

Handwritten signature and date: 13/5/25, H. H. H., 15-11-25

OVERTIME SUMMARY DATA For Security (April 25)

No	Ove Time Date	BU/BB/BU Name	Department Name	Name	Rank	Position	Time		Hours	1 Hour Price	Amount	Remarks
							From	To				
32	24-Mar-25	T&B BU	Administration	Zaw Min Han	1A	Security	7:00 AM	17:00PM	8	1,000	8,000	
1	25-Mar-25	T&B BU	Administration	Khin Maung Myint	1A	Security	7:00 AM	17:00PM	8	1,000	8,000	
40	26-Mar-25	T&B BU	Administration	Kyaw Kyaw Aung	1A	Security	7:00 AM	17:00PM	8	1,000	8,000	
2	27-Mar-25	T&B BU	Administration	Khin Maung Myint	1A	Security	17:00PM	7:00 AM	8	1,000	8,000	
18	27-Mar-25	T&B BU	Administration	San Wai	1A	Security	7:00 AM	17:00PM	8	1,000	8,000	
33	27-Mar-25	T&B BU	Administration	Zaw Min Han	1A	Security	17:00PM	7:00 AM	8	1,000	8,000	
50	27-Mar-25	T&B BU	Administration	Kyaw Kyaw Aung	1A	Security	17:00PM	7:00 AM	8	1,000	8,000	
34	28-Mar-25	T&B BU	Administration	Zaw Min Han	1A	Security	7:00 AM	17:00PM	8	1,000	8,000	
3	29-Mar-25	T&B BU	Administration	Khin Maung Myint	1A	Security	7:00 AM	17:00PM	8	1,000	8,000	
35	30-Mar-25	T&B BU	Administration	Zaw Min Han	1A	Security	7:00 AM	17:00PM	8	1,000	8,000	KMM Leave
51	30-Mar-25	T&B BU	Administration	Kyaw Kyaw Aung	1A	Security	7:00 AM	17:00PM	8	1,000	8,000	
19	31-Mar-25	T&B BU	Administration	San Wai	1A	Security	7:00 AM	17:00PM	8	1,000	8,000	
36	1-Apr-25	T&B BU	Administration	Zaw Min Han	1A	Security	7:00 AM	17:00PM	8	1,000	8,000	
4	2-Apr-25	T&B BU	Administration	Khin Maung Myint	1A	Security	7:00 AM	17:00PM	8	1,000	8,000	
52	3-Apr-25	T&B BU	Administration	Kyaw Kyaw Aung	1A	Security	7:00 AM	17:00PM	8	1,000	8,000	
20	4-Apr-25	T&B BU	Administration	San Wai	1A	Security	7:00 AM	17:00PM	8	1,000	8,000	
37	5-Apr-25	T&B BU	Administration	Zaw Min Han	1A	Security	7:00 AM	17:00PM	8	1,000	8,000	
5	6-Apr-25	T&B BU	Administration	Khin Maung Myint	1A	Security	7:00 AM	17:00PM	8	1,000	8,000	
53	7-Apr-25	T&B BU	Administration	Kyaw Kyaw Aung	1A	Security	7:00 AM	17:00PM	8	1,000	8,000	
21	8-Apr-25	T&B BU	Administration	San Wai	1A	Security	7:00 AM	17:00PM	8	1,000	8,000	
38	9-Apr-25	T&B BU	Administration	Zaw Min Han	1A	Security	7:00 AM	17:00PM	8	1,000	8,000	
6	10-Apr-25	T&B BU	Administration	Khin Maung Myint	1A	Security	7:00 AM	17:00PM	8	1,000	8,000	
54	11-Apr-25	T&B BU	Administration	Kyaw Kyaw Aung	1A	Security	7:00 AM	17:00PM	8	1,000	8,000	
7	12-Apr-25	T&B BU	Administration	Khin Maung Myint	1A	Security	17:00PM	7:00 AM	8	1,000	8,000	
22	12-Apr-25	T&B BU	Administration	San Wai	1A	Security	7:00 AM	17:00PM	8	1,000	8,000	
39	12-Apr-25	T&B BU	Administration	Zaw Min Han	1A	Security	17:00PM	7:00 AM	8	1,000	8,000	
55	12-Apr-25	T&B BU	Administration	Kyaw Kyaw Aung	1A	Security	7:00 AM	17:00PM	8	1,000	8,000	
8	13-Apr-25	T&B BU	Administration	Khin Maung Myint	1A	Security	17:00PM	7:00 AM	8	1,000	8,000	
23	13-Apr-25	T&B BU	Administration	San Wai	1A	Security	7:00 AM	17:00PM	8	1,000	8,000	
40	13-Apr-25	T&B BU	Administration	Zaw Min Han	1A	Security	7:00 AM	17:00PM	8	1,000	8,000	
56	13-Apr-25	T&B BU	Administration	Kyaw Kyaw Aung	1A	Security	17:00PM	7:00 AM	8	1,000	8,000	
9	14-Apr-25	T&B BU	Administration	Khin Maung Myint	1A	Security	7:00 AM	17:00PM	8	1,000	8,000	
24	14-Apr-25	T&B BU	Administration	San Wai	1A	Security	17:00PM	7:00 AM	8	1,000	8,000	
41	14-Apr-25	T&B BU	Administration	Zaw Min Han	1A	Security	7:00 AM	17:00PM	8	1,000	8,000	
57	14-Apr-25	T&B BU	Administration	Kyaw Kyaw Aung	1A	Security	17:00PM	7:00 AM	8	1,000	8,000	
10	15-Apr-25	T&B BU	Administration	Khin Maung Myint	1A	Security	7:00 AM	5:00 PM	8	1,000	8,000	
25	15-Apr-25	T&B BU	Administration	San Wai	1A	Security	17:00PM	7:00 AM	8	1,000	8,000	
42	15-Apr-25	T&B BU	Administration	Zaw Min Han	1A	Security	17:00PM	7:00 AM	8	1,000	8,000	
58	15-Apr-25	T&B BU	Administration	Kyaw Kyaw Aung	1A	Security	7:00 AM	17:00PM	8	1,000	8,000	
11	16-Apr-25	T&B BU	Administration	Khin Maung Myint	1A	Security	17:00PM	7:00 AM	8	1,000	8,000	
26	16-Apr-25	T&B BU	Administration	San Wai	1A	Security	7:00 AM	17:00PM	8	1,000	8,000	
43	16-Apr-25	T&B BU	Administration	Zaw Min Han	1A	Security	17:00PM	7:00 AM	8	1,000	8,000	
59	16-Apr-25	T&B BU	Administration	Kyaw Kyaw Aung	1A	Security	7:00 AM	17:00PM	8	1,000	8,000	
12	17-Apr-25	T&B BU	Administration	Khin Maung Myint	1A	Security	17:00PM	7:00 AM	8	1,000	8,000	
27	17-Apr-25	T&B BU	Administration	San Wai	1A	Security	7:00 AM	17:00PM	8	1,000	8,000	
44	17-Apr-25	T&B BU	Administration	Zaw Min Han	1A	Security	7:00 AM	17:00PM	8	1,000	8,000	
60	17-Apr-25	T&B BU	Administration	Kyaw Kyaw Aung	1A	Security	17:00PM	7:00 AM	8	1,000	8,000	
13	18-Apr-25	T&B BU	Administration	Khin Maung Myint	1A	Security	7:00 AM	17:00PM	8	1,000	8,000	
28	18-Apr-25	T&B BU	Administration	San Wai	1A	Security	17:00PM	7:00 AM	8	1,000	8,000	
45	18-Apr-25	T&B BU	Administration	Zaw Min Han	1A	Security	7:00 AM	17:00PM	8	1,000	8,000	
61	18-Apr-25	T&B BU	Administration	Kyaw Kyaw Aung	1A	Security	17:00PM	7:00 AM	8	1,000	8,000	
14	19-Apr-25	T&B BU	Administration	Khin Maung Myint	1A	Security	7:00 AM	17:00PM	8	1,000	8,000	
29	19-Apr-25	T&B BU	Administration	San Wai	1A	Security	17:00PM	7:00 AM	8	1,000	8,000	
46	19-Apr-25	T&B BU	Administration	Zaw Min Han	1A	Security	17:00PM	7:00 AM	8	1,000	8,000	
62	19-Apr-25	T&B BU	Administration	Kyaw Kyaw Aung	1A	Security	7:00 AM	17:00PM	8	1,000	8,000	
15	20-Apr-25	T&B BU	Administration	Khin Maung Myint	1A	Security	17:00PM	7:00 AM	8	1,000	8,000	

Handwritten signature and date: 25-4-25

30	20-Apr-25	T&B BU	Administration	San Wai	1A	Security	17:00PM	7:00 AM	8	1,000	8,000	
47	20-Apr-25	T&B BU	Administration	Zaw Min Han	1A	Security	17:00PM	7:00 AM	8	1,000	8,000	
63	20-Apr-25	T&B BU	Administration	Kyaw Kyaw Aung	1A	Security	7:00 AM	17:00PM	8	1,000	8,000	
16	21-Apr-25	T&B BU	Administration	Khin Maung Myint	1A	Security	17:00PM	7:00 AM	8	1,000	8,000	
31	21-Apr-25	T&B BU	Administration	San Wai	1A	Security	17:00PM	7:00 AM	8	1,000	8,000	
48	21-Apr-25	T&B BU	Administration	Zaw Min Han	1A	Security	7:00 AM	17:00PM	8	1,000	8,000	
64	21-Apr-25	T&B BU	Administration	Kyaw Kyaw Aung	1A	Security	17:00PM	7:00 AM	8	1,000	8,000	
17	22-Apr-25	T&B BU	Administration	Khin Maung Myint	1A	Security	7:00 AM	17:00PM	8	1,000	8,000	
65	23-Apr-25	T&B BU	Administration	Kyaw Kyaw Aung	1A	Security	7:00 AM	17:00PM	8	1,000	8,000	
									Total Hours	520	65,000	520,000
									Total Amount	520	65,000	520,000

OVERTIME SUMMARY DATA (Apr'25)

No	Over Time Date	BU/BR/Div Name	Department Name	Name	Rank	Position	Time		Hours	1 Hour Price	Amount	Reason for Overtime	Remark
							From	To					
1	12-Apr-25	T&B BU	Administration	Tin Maun Latt	1	Cleaner	9.00 AM	17.00 PM	8	1,200	9,600	Clean	
2	13-Apr-25	T&B BU	Administration	Tin Maun Latt	1	Cleaner	9.00 AM	17.00 PM	8	1,200	9,600	Clean	
3	16-Apr-25	T&B BU	Administration	Tin Maun Latt	1	Cleaner	9.00 AM	17.00 PM	8	1,200	9,600	Clean	
Total Hours									24	1,200	28,800		
Total Amount											28,800		

Handwritten:
 25
 4224
 25-4-25



OVERTIME REQUEST FORM

BU/BR/DIV Name : Truck and Bus
 Department Name : Service
 Reason for Overtime : 6L-2692, 82/8092, 6J-6383

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	30-3-25	Suan Saung	Mechanic	8:30 AM	17:30 PM	8:00	9600	
2.	30-3-25	Nyan Hein Soe	u	8:30 AM	17:30 PM	8:00	9600	
3.	30-3-25	Ye Lint Nang	u	8:30 AM	17:30 PM	8:00	9600	
4.	30-3-25	Thet Pong Htun	u	8:30 AM	17:30 PM	8:00	9600	
						22	22	
Total Hours						32:00	38400/	
Total Amount								

Requested by
 Sign :
 Name : Soe Moe Nang
 (Requestor)

Approved by

 Win Phyo Htun
 (DH)

Approved by

 Win Theng Nwe
 (GM/AGM/COO)

Checked by

 29/4/25
 (HR) ZMS

05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : Track and Bus

Department Name : Service

Reason for Overtime : For 3R-1566, 9R-7837, 6J-6370, 9E-8865

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	6-4-2025	Myint Myint The	Mechanic	8:30 AM	12:30 PM	8:00	9600	
2.	6-4-2025	Htet War Yan	u	8:30 AM	12:30 PM	8:00	9600	
3.	6-4-2025	Nyan Hein Soe	u	8:30 AM	12:30 PM	8:00	9600	
4.	6-4-2025	Ye Khin Nang	u	8:30 AM	12:30 PM	8:00	9600	
						2	2	
						Total Hours	3200	
						Total Amount	38400	

Requested by

Sign :

Name : Soe Moe Nang
(Requestor)

Approved by

War Phyo Htan
(DH)

Approved by

Win Theng Nwe
(GM/AGM/COO)

Checked by

Zin Mar Soe
(HR)

05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : T&B
 Department Name : Admini'
 Reason for Overtime : Ferry Time

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	24.3.25	Kaung Htet Zaw	Driver	6:00 AM	8:00 AM	2 hrs	2400	
	"	"	"	5:00 pm	8:00 pm	3 hrs	3600	
2.	25.3.25	"	"	6:00 AM	8:00 AM	2 hrs	2400	
	"	"	"	5:00 pm	7:30 pm	2:30 hrs	3000	
3.	26.3.25	"	"	6:00 AM	8:00 AM	2 hrs	2400	
	"	"	"	5:00 pm	7:30 pm	2:30 hrs	3000	
A.	28.3.25	"	"	6:00 AM	8:00 AM	2 hrs	2400	
	"	"	"	5:00 pm	8:00 pm	3 hrs	3600	
5.	29.3.25	"	"	6:00 AM	8:00 AM	2 hrs	2400	
						Total Hours	21 hrs	
						Total Amount	25200	

Requested by
 Sign :
 Name : Kaung Htet Zaw
 (Requestor)

Approved by

 (DH)
 29/4/25

Approved by

 (GM/AGM/COO)
 Min Thiya

Checked by

 (HR)
 29/4/25

05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

2

BU/BR/DIV Name : TAB
 Department Name : Adm..
 Reason for Overtime : Ferry

No.	Date	Name	Position Level	Time		Hours	Amount	Remark	
				From	To				
S.	29.3.25	Kaung Htet Zaw	Driver	5:00 pm	7:30 pm	2:30 hrs	3000		
	31.3.25	"	"	6:00 AM	8:00 AM	2 hrs	2400		
	"	"	"	5:00 pm	8:00 pm	3 hrs	3600		
	1.4.25	"	"	6:00 AM	8:00 AM	2 hrs	2400		
	"	"	"	5:00 pm	8:00 pm	3 hrs	3600		
	2.4.25	"	"	6:00 AM	8:00 AM	2 hrs	2400		
	"	"	"	5:00 pm	7:30 pm	2:30 hrs	3000		
	3.4.25	"	"	6:00 AM	8:00 AM	2 hrs	2400		
						Total Hours	19 hrs	22800	✓
						Total Amount			

Requested by
 Sign :
 Name : Kaung Htet Zaw
 (Requestor)

Approved by

 24/4/25
 (DH)
 ZMS

Approved by

 25-4-25
 (GM/AGM/COO)
 bin Ting Aue

Checked by

 24/4/25
 05-CHL-HRM-FRM-020-05
 ZMS

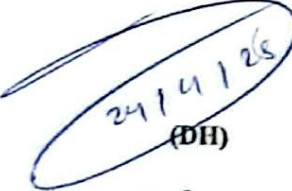
OVERTIME REQUEST FORM


BU/BR/DIV Name : T803
 Department Name : Admin
 Reason for Overtime : Ferry


No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
10.	3. 4. 25	Kaung Htet Zaw	Driver	5:00 pm	8:00 pm	3 hrs	2600	
11.	4. 4. 25	"	"	6:00 AM	8:00 AM	2 hrs	2400	
		"	"	5:00 pm	7:30 pm	2:30 hrs	3000	
12.	5. 4. 25	"	"	6:00 AM	8:00 AM	2 hrs	2400	
	"	"	"	5:00 pm	7:00 pm	2 hrs	2400	
13.	7. 4. 25	"	"	6:00 AM	8:00 AM	2 hrs	2400	
	"	"	"	5:00 pm	7:30 pm	2:30 hrs	3000	
14.	8. 4. 25	"	"	6:00 AM	8:00 AM	2 hrs	2400	
	"	"	"	5:00 pm	7:30 pm	2:30 hrs	3000	
Total Hours						20:30 hrs	24600	
Total Amount								

Requested by

 Sign :
 Name : Kaung Htet Zaw
 (Requestor)

Approved by

 24/4/25
 (DH)
 ZMS

Approved by

 25.4.25
 (GM/AGM/COO)
 Min Thuy Nhe

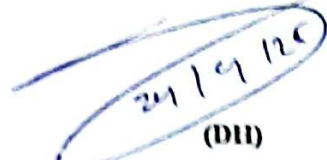
Checked by

 24/4/25
 (HR)
 05-CHL-HRM-FRM-020-05
 ZMS


OVERTIME REQUEST FORM

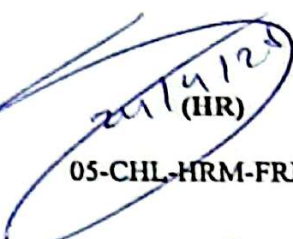
 BU/BR/DIV Name : T-23
 Department Name : Admin.
 Reason for Overtime : Req

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
15.	9.4.25	Rang Het Zow	Driver	0:00 AM	8:00 AM	2 hrs	2400	
	"	"	"	5:00 pm	8:00 pm	3 hrs	3000	
16.	10.4.25	"	"	6:00 AM	8:00 AM	2 hrs	2400	
				5:00 pm	7:30 pm	2:30 hrs	3000	
17.	11.4.25	"	"	6:00 AM	8:00 AM	2 hrs	2400	
	"	"	"	5:00 pm	8:00 pm	3 hrs	3000	
18.	22.4.25	"	"	6:00 AM	8:00 AM	2 hrs	2400	
	"	"	"	5:00 pm	8:00 pm	3 hrs	3000	
19.	23.4.25	"	"	6:00 AM	8:00 AM	2 hrs	2400	
Total Hours						21:30 hrs	25800	✓
Total Amount								

 Requested by
 Sign : 
 Name : Rang Het Zow
 (Requestor)

 Approved by

 (DH)
 SMS

 Approved by

 (GM/AGM/COO)
 SMS

 Checked by

 (HR)
 05-CHL-HRM-FRM-020-05
 SMS



OVERTIME REQUEST FORM

BU/BR/DIV Name : T&B
 Department Name : Administration
 Reason for Overtime : Fees

No.	Date	Name	Position Level	Time		Hours	Amount	Remark	
				From	To				
	24.3.25	Rege Phyo Aung		6:00AM	8:00AM	2 hour	2400		
	" "	" "		5:00PM	8:00PM	3 hour	3600		
	25.3.25	" "		6:00AM	8:00AM	2 hour	2400		
	" "	" "		5:00PM	8:00PM	3 hour	3600		
	26.3.25	" "		6:00AM	8:00AM	2 hour	2400		
	" "	" "		5:00PM	7:30PM	2 1/2 hour	3000		
	28.3.25	" "		6:00AM	8:00AM	2 hour	2400		
	" "	" "		5:00PM	8:00PM	3 hour	3600		
						Total Hours	19 1/2 hour	23400	
						Total Amount			

Requested by
 Sign :
 Name : Rege Phyo Aung
 (Requestor)

Approved by

 24/4/25
 (DH)
 ZMS

Approved by

 Wm Tun Aung
 (GM/AGM/COO)
 25-4-25

Checked by

 24/4/25
 (HR) ZMS

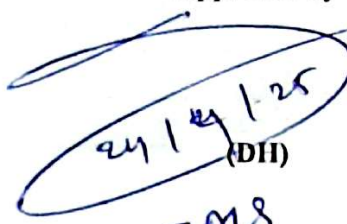
05-CHL-HRM-FRM-020-05

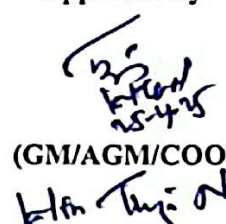
OVERTIME REQUEST FORM

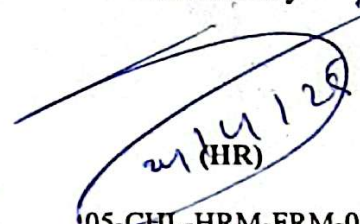
BU/BR/DIV Name : T 813
 Department Name : Administration
 Reason for Overtime : Faggs

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
	29.3.25	Roe Phyo Nying		6:00AM	8:00AM	2 hour	2400	
	" "	" "		5:00PM	8:00PM	3 hour	3600	
	31.3.25	" "		6:00AM	8:00AM	2 hour	2400	
	" "	" "		5:00PM	8:00PM	3 hour	3600	
	1.4.25	" "		6:00AM	8:00AM	2 hour	2400	
	" "	" "		5:00PM	7:30PM	2:30 hour	3000	
	2.4.25	" "		6:00AM	8:00AM	2 hour	2400	
	" "	" "		5:00	8:00PM	3 hour	3600	
						Total Hours	19:30 hour	
						Total Amount	23400	

Requested by
 Sign : 
 Name : Roe Phyo Nying
 (Requestor)

Approved by

 24/4/25
 (DII)
 ZMS

Approved by

 25/4/25
 (GM/AGM/COO)
 Htin Tunji ohe

Checked by

 24/4/25
 (HR)
 05-CHL-HRM-FRM-020-05
 ZMS



OVERTIME REQUEST FORM

BU/BR/DIV Name : TJB
 Department Name : Admin Section
 Reason for Overtime : Ferry

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
	3.4.25	Ree Pheng Neng		6:00AM	8:00AM	2 hours	2400	
	" "	" "		5:00PM	7:30PM	2:30 hours	3000	
	4.4.25	" "		6:00AM	8:00AM	2 hours	2400	
	" "	" "		5:00PM	7:30 PM	2:30 hours	3000	
	5.4.25	" "		6:00 AM	8:00AM	2 hours	2400	
	" "	" "		5:00 PM	8:00 PM	3 hours	3600	
	4.25	" "		6:00AM	8:00AM	2 hours	2400	
	" "	" "		5:00PM	7:30 PM	2:30 hours	3000	
							2	
Total Hours						18:30 hours	22200	✓
Total Amount								

Requested by
 Sign:
 Name: Ree Pheng Neng
 (Requestor)

Approved by

 27/4/25
 (DH)
 ZMS

Approved by

 25/4/25
 (GM/AGM/COO)
 W. H. H. M.

Checked by

 27/4/25
 (HR)
 ZMS

05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : TSB
 Department Name : Administration
 Reason for Overtime : Family

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
	8.4.25	Poo Phengsing		6:00AM	8:00AM	2 hour	2400	
	" "	" "		5:00PM	8:00PM	3 hour	3600	
	9.4.25	" "		6:00AM	8:00AM	2 hour	2400	
	" "	" "		5:00PM	8:00PM	3 hour	3600	
	10.4.25	" "		6:00AM	8:00AM	2 hour	2400	
	" "	" "		5:00PM	7:30PM	2.30 hour	3000	
	11.4.25	" "		6:00AM	8:00AM	2 hour	2400	
	" "	" "		5:00PM	8:00PM	3 hour	3600	
							2	
Total Hours						17.30 hour	23400	✓
Total Amount								

Requested by
 Sign :
 Name : Poo Phengsing
 (Requestor)

Approved by

 29/1/25
 ZMS

Approved by

 25/4/25
 (GM/AGM/COO)
 Win Tun Nu

Checked by

 24/4/25
 (HR)
 05-CHL-HRM-FRM-020-05
 ZMS



OVERTIME REQUEST FORM

BU/HR/DIV Name : T & B / CA BU
 Department Name : Admin
 Reason for Overtime : CLEANER

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	12-4-25	Dionisio	Cleaner	5:00 AM	5:00 PM	8 hrs	2600	req. of [unclear]
2	13-4-25	"	"	5:00 AM	5:00 PM	8 hrs	2600	(req. of [unclear])
3	16-4-25	"	"	5:00 AM	5:00 PM	8 hrs	2600	(req. of [unclear])
						2		
Total Hours							24 hrs	28800
Total Amount								

Requested by
 Sign : [Signature]
 Name : U TIN MAG LAG (Requestor)

Approved by
 [Signature]
 24/4/25
 (HR)
 ZMS

Approved by
 [Signature]
 (GM/AGM/COO)
 [unclear]

Checked by
 [Signature]
 24/4/25
 (HR)
 03-CHL-HRM-FRM-020-03
 ZMS



OVERTIME REQUEST FORM

BU/BR/DIV Name : T & B/CA BU

Department Name : Admin

Reason for Overtime : 4E 2m: @ 25

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	26-3-25	Siang Heng	Security	07:00 AM	17:00 PM	8 hrs	8000	4E 2m: @ 25
2	27-3-25	"	"	17:00 PM	07:00 AM	8 hrs	8000	on 25/3/25
3	30-3-25	"	"	07:00 AM	17:00 PM	8 hrs	8000	4E 2m: @ 25
4	3-4-25	"	"	07:00 AM	17:00 PM	8 hrs	8000	4E 2m: @ 25
5	7-4-25	"	"	07:00 AM	17:00 PM	8 hrs	8000	4E 2m: @ 25
6	11-4-25	"	"	07:00 AM	17:00 PM	8 hrs	8000	4E 2m: @ 25
7	12-4-25	"	"	07:00 AM	17:00 PM	8 hrs	8000	4E 2m: @ 25
8	13-4-25	"	"	17:00 PM	07:00 AM	8 hrs	8000	2005: 2005
9	14-4-25	"	"	17:00 PM	07:00 AM	8 hrs	8000	2005: 2005
						Total Hours	72 hrs	
						Total Amount	72000	

Requested by

Sign :

Name :

U ZAW MIN HAN

(Requestor)

Approved by

(OH)

ZMS

Approved by

(GM/AGM/COO)

Checked by

(HR)

05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

136000

BU/BR/DIV Name : T&B / CA BU
 Department Name : Admin
 Reason for Overtime : 2nd shift @ 25

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
10	15-4-25	B. Sanyal	Security	07:00 AM	17:00 PM	8 hrs	8000	2nd shift @ 25
11	16-4-25	"	"	07:00 AM	17:00 PM	8 hrs	8000	2nd shift @ 25
12	17-4-25	"	"	17:00 PM	07:00 AM	8 hrs	8000	2nd shift @ 25
13	18-4-25	"	"	17:00 PM	07:00 AM	8 hrs	8000	2nd shift @ 25
14	19-4-25	"	"	07:00 AM	17:00 PM	8 hrs	8000	2nd shift @ 25
15	20-4-25	"	"	07:00 AM	17:00 PM	8 hrs	8000	2nd shift @ 25
16	21-4-25	"	"	17:00 PM	07:00 AM	8 hrs	8000	2nd shift @ 25
17	23-4-25	"	"	07:00 AM	17:00 PM	8 hrs	8000	2nd shift @ 25
						Total Hours	64 hrs	64000
						Total Amount		

Requested by

Approved by

Approved by

Checked by

Sign :

Name :

(Requestor)

(DII)

(GM/AGM/COO)

(HR)

05-CHL-HRM-FRM-020-05

136000



OVERTIME REQUEST FORM

BU/BR/DIV Name : T & B / CA BU
 Department Name : Admin
 Reason for Overtime : အိမ်အိမ်(အိမ်)

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	24-3-25	S. GARDNER	Security	07:00 AM	17:00 PM	8 hrs	8000	အိမ်အိမ်(အိမ်)
2	27-3-25	"	"	17:00 PM	07:00 AM	8 hrs	8000	အိမ်အိမ်(အိမ်)
3	28-3-25	"	"	07:00 AM	17:00 PM	8 hrs	8000	အိမ်အိမ်(အိမ်)
4	30-3-25	"	"	07:00 AM	17:00 PM	8 hrs	8000	အိမ်အိမ်(အိမ်)
5	1-4-25	"	"	07:00 AM	17:00 PM	8 hrs	8000	အိမ်အိမ်(အိမ်)
6	5-4-25	"	"	07:00 AM	17:00 PM	8 hrs	8000	အိမ်အိမ်(အိမ်)
7	9-4-25	"	"	07:00 AM	17:00 PM	8 hrs	8000	အိမ်အိမ်(အိမ်)
8	12-4-25	"	"	17:00 PM	07:00 AM	8 hrs	8000	အိမ်အိမ်(အိမ်)
9	13-4-25	"	"	07:00 AM	17:00 PM	8 hrs	8000	အိမ်အိမ်(အိမ်)
						Total Hours	72 hrs	✓
						Total Amount	72000	

Requested by: U ZAW MIN HAN (Requestor)

Approved by: 24/14/25 (DH) ZMS

Approved by: 25-4-25 (GM/AGM/COO) U ZAW MIN HAN

Checked by: 24/14/25 (HR) U ZAW MIN HAN

05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : T & B / CA BU
 Department Name : Admin
 Reason for Overtime : အခြားအခန်းကဏ္ဍ

No.	Date	Name	Position Level	Time		Hours	Amount	Remark	
				From	To				
10	14-4-25	ဦးမောင်	Security	07:00 AM	17:00 PM	8 hrs	8000	အခြားအခန်းကဏ္ဍ	
11	15-4-25	"	"	17:00 PM	07:00 AM	8 hrs	8000	အခြားအခန်းကဏ္ဍ	
12	16-4-25	"	"	17:00 PM	07:00 AM	8 hrs	8000	အခြားအခန်းကဏ္ဍ	
13	17-4-25	"	"	07:00 AM	17:00 PM	8 hrs	8000	အခြားအခန်းကဏ္ဍ	
14	18-4-25	"	"	07:00 AM	17:00 PM	8 hrs	8000	အခြားအခန်းကဏ္ဍ	
15	19-4-25	"	"	17:00 PM	07:00 AM	8 hrs	8000	အခြားအခန်းကဏ္ဍ	
16	20-4-25	"	"	17:00 PM	07:00 AM	8 hrs	8000	အခြားအခန်းကဏ္ဍ	
17	21-4-25	"	"	07:00 AM	17:00 PM	8 hrs	8000	အခြားအခန်းကဏ္ဍ	
						Total Hours	64 hrs	64000	✓
						Total Amount			

Request by : U ZAW MIN HAN
 Name : (Requestor.)
 Approved by : [Signature] (DH)
 Approved by : [Signature] (GM/AGM/COO)
 Checked by : [Signature] (HR)

05-CHL-HRM-FRM-020-05

SMJ

OVERTIME REQUEST FORM

136000
1

OVERTIME REQUEST FORM

BU/BR/DIV Name : T&B/ CA BU
 Department Name : Admin
 Reason for Overtime : 2nd shift @ 2nd

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	25-3-25	U2AW MIN HAN	Security	07:00 AM	17:00 PM	8 hrs	8000	2nd shift @ 2nd
2	27-3-25	u	u	17:00 PM	07:00 AM	8 hrs	8000	on duty @ 2nd
3	29-3-25	u	u	07:00 AM	17:00 PM	8 hrs	8000	2nd shift @ 2nd
4	2-4-25	u	u	07:00 AM	17:00 PM	8 hrs	8000	2nd shift @ 2nd
5	6-4-25	u	u	07:00 AM	17:00 PM	8 hrs	8000	2nd shift @ 2nd
6	10-4-25	u	u	07:00 AM	17:00 PM	8 hrs	8000	2nd shift @ 2nd
7	12-4-25	u	u	17:00 PM	07:00 AM	8 hrs	8000	on duty @ 2nd
8	13-4-25	u	u	17:00 PM	07:00 AM	8 hrs	8000	on duty @ 2nd
9	14-4-25	u	u	07:00 AM	17:00 PM	8 hrs	8000	2nd shift @ 2nd
Total Hours						72 hrs	72000	
Total Amount								

Requested by

Sign :
Name :

(Requestor)

Approved by

(DH)
ZMS

Approved by

(GM/AGM/COO)
Khin Myi Aye

Checked by

(HR)
ZMS

05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/IR/DIV Name : T&B/CA BU
 Department Name : Admin
 Reason for Overtime : 3rd shift @ 20

No.	Date	Name	Position Level	Time		Hours	Amount	Remarks	
				From	To				
10	15-4-25	S. Subowone	Security	07:00 AM	17:00 PM	8 hrs	8000	20000	
11	16-4-25	u	u	17:00 PM	07:00 AM	8 hrs	8000	20000	
12	17-4-25	u	u	17:00 PM	07:00 AM	8 hrs	8000	20000	
13	18-4-25	u	u	07:00 AM	17:00 PM	8 hrs	8000	3rd shift @ 20	
14	19-4-25	u	u	07:00 AM	17:00 PM	8 hrs	8000	20000	
15	20-4-25	u	u	17:00 PM	07:00 AM	8 hrs	8000	20000	
16	21-4-25	u	u	17:00 PM	07:00 AM	8 hrs	8000	20000	
17	22-4-25	u	u	07:00 AM	17:00 PM	8 hrs	8000	3rd shift @ 20	
						Total Hours	64 hrs	64000	u
						Total Amount			

Requested by
 Sign :
 Name : U ZAN MIN HAN
 (Requestor)

Approved by

 21/14/2025
 (DII)
 ZMS

Approved by

 21/14/2025
 (GM/AGM/COO)
 Win Tyi Nu

Checked by

 21/14/2025
 (HR)
 05-CHL-HRM-FRM-020-05
 ZMY

112008/



OVERTIME REQUEST FORM

BU/BR/DIV Name : T&B/CA BU

Department Name : Admin

Reason for Overtime : 27-3-25 @ 22+1

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	27-3-25	Uzaw Min Han	security	07:00 AM	17:00 PM	8 hrs	8000	27-3-25 @ 22+1
2	31-3-25	"	"	07:00 AM	17:00 PM	8 hrs	8000	31-3-25 @ 22+1
3	4-4-25	"	"	07:00 AM	17:00 PM	8 hrs	8000	4-4-25 @ 22+1
4	8-4-25	"	"	07:00 AM	17:00 PM	8 hrs	8000	8-4-25 @ 22+1
5	12-4-25	"	"	07:00 AM	17:00 PM	8 hrs	8000	12-4-25 @ 22+1
6	13-4-25	"	"	07:00 AM	17:00 PM	8 hrs	8000	13-4-25 @ 22+1
7	14-4-25	"	"	17:00 PM	07:00 AM	8 hrs	8000	14-4-25 @ 22+1
8	15-4-25	"	"	17:00 PM	07:00 AM	8 hrs	8000	15-4-25 @ 22+1
9	16-4-25	"	"	07:00 AM	17:00 PM	8 hrs	8000	16-4-25 @ 22+1
Total Hours						72 hrs	72000/	
Total Amount								

Requested by

Sign :

Name : UZAW MIN HAN

(Requestor)

Approved by

[Signature]
24/14/24
(DH)
ZMS

Approved by

[Signature]
24/14/24
(GM/AGM/COO)
Lalin Aung Mye

Checked by

[Signature]
24/14/24
(HR)
ZMS

05-CHL-HRM-FRM-020-05

