



CASH CLAIM FORM

Date : 8/2/24

BU/BR/Division : Reman

Department : Recon (Prod)
106800 ✓

Issue Amount : 92400 Kyats/ USD

Budget include (or) Not :

Yes Budgeted Title and Amount :

No Reasons for :

Required For: Recon (Prod) OP.

မှတ်ချက်။

(၁) အဆင့်ဆင့်သက်ဆိုင်ရာတာဝန်ရှိလူကြီးမင်းများအားလုံး သေချာစွာစုံစမ်းစစ်ဆေး၊ တွက်ချက်ပြီးထားသော ငွေပမာဏဖြစ်ရပါမည်။

(The amount requested must be properly calculated, checked and verified by respective authorized person)

(၂) ထုတ်ယူငွေနှင့် ပတ်သက်၍ အမှားအယွင်း၊ လိမ်လည်မှု နှင့် အလွဲသုံးစားမှု တစ်စုံတစ်ရာ ရှိခဲ့ပါက၊ သက်ဆိုင်ရာ တာဝန်ရှိစစ်ဆေးအတည်ပြုသူက အပြည့် အဝ ပြန်လည်ရရှိအောင် တာဝန်ယူ ဆောင်ရွက်ပေးရမည်

(If there is errors, frauds or misappropriation, the authorized person must take full responsibility to recover the loss)

Requester By

Su Su Khine

Requester

Checked By

U. Win Aung

Mgr/DH

Checked By

Khin Swe Win

Finance & Account

Approved By

Aung Hein Win

GM/AGM/COO

Approved By

8/2/2024

CMC/CEO/Chairwoman

OVERTIME REQUEST FORM

U/BR/Div Name : Room

Department : Production

Reason for Overtime : 18675 M/c performance testing / 18675 Repair Operator seat and then test run MC

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1.	22-1-24	Zayar Hein	3A	5:00 PM	8:00 PM	3h	3600	
2.	"	Hla Phyo Maung	2A	"	"	"	3600	
3.	"	Wbi Hyan Hsun	2A	"	"	"	3600	
4.	"	Hein Min Htet	3C	"	"	"	3600	
5.	"	Kyaw Zin Htet	2A	"	"	"	3600	
6.	"	Tint Naing Oo	2A	"	"	"	3600	
7.	23-1-24	Zayar Hein	3A	"	"	"	3600	
8.	"	Hla Phyo Maung	2A	"	"	"	3600	
9.	"	Hein Min Htet	3C	"	"	"	3600	

Total Hours : 27h
 Total Amount : 324000

Prepared By

Knownledged By

Approved By
 (GM/AGM/COO)

Check By HR

Name: Su Su Khine

Name: U Win Aung

Name: Lung Hein Win

Name: Zay Yar Linn
 05-CHL-HRM-FRM-020-04

OVERTIME REQUEST FORM

BR/Div Name
 Department
 Reason for Overtime

: Begon
 : Production
 : 18675 clean M/c and mount mirror cover / 18675 M/c performance & troubleshooting.

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
10	23.1.24	Kyaw Tin Htet	2A	5:00 PM	8:00 PM	3h	3600	
11	"	Tint Naing Oo	2A	"	"	"	3600	
12	26.1.24	Hein Min Htet	3C	5:00 PM	1:00 AM	7.5h	9000	
13	"	Tint Naing Oo	2A	"	"	"	9000	
14	"	Wai Hlyan Tun	2A	"	"	"	9000	
15	"	Hla Min Htay		"	"	"	9000	
						Total Hours	36h	
						Total Amount	43200 ✓	

Prepared By

 Name: Su Su Khine

Knowledge By

 Name: U Win Long

Approved By
 (GM/AGM/COO)

 Name: Aung Hein Win

Check By HR

 Name: Zay Yar Lin



OVERTIME REQUEST FORM

BU/BR/Div Name :
 Department :
 Reason for Overtime :

: Reman
 : Recon (Prod).
 : Trouble shoot of one side travel & test run m/c performance. EC290/18675

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1.	27-1-24	Zayar Hein	3A	5:00 PM	8:00 PM	3h	3600	
2.	27-1-24	Hein Min Htet	3C	"	"	"	3600	
3.	27-1-24	Tint Naing Oo	2A	"	"	"	3600	
4.	27-1-24	Hla Phyo Mawmy	2A	"	"	"	3600	

Total Hours: 12h
 Total Amount: 14400

Prepared By: *[Signature]*
 Name: Su Su Khine

Knownledged By: *[Signature]*
 Name: U Win Aung

Approved By: *[Signature]*
 (GM/AGM/COO)
 Name: Khin Hein Win

Check By HR: *[Signature]*
 Name: Zay Yar Linn
 05-CHL-HRM-FRM-020-04