

T&B BU OT list for April '25

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

Handwritten signature and date: 25-4-25

OVERTIME SUMMARY DATA for Service Dept

No	Over Time Date	Name	Rank	Position	Time		Hours	Amount	Reason for Overtime	Remark	
					From	To					
1	30-Mar-25	Swan Saung	2C	JMCDP	8.30	17.30	8.00	9,600	6L/2697,3Q/8092,6J/6383		
2	30-Mar-25	Nyan Hein Soe	2A	JMCDP	8.30	17.30	8.00	9,600	6L/2697,3Q/8092,6J/6383		
3	30-Mar-25	Ye Yint Naing	2A	JMCDP	8.30	17.30	8.00	9,600	6L/2697,3Q/8092,6J/6383		
4	30-Mar-25	Thet Paing Htwe	2A	JMCDP	8.30	17.30	8.00	9,600	6L/2697,3Q/8092,6J/6383		
5	6-Apr-25	Myint Myat Thu	3B	Junior Mechanic	8.30	17.30	8.00	9,600	3R/1566,9R/7837,6J/6370,9E/8865		
6	6-Apr-25	Hiet Wai Yan	2C	AGMDF	8.30	17.30	8.00	9,600	3R/1566,9R/7837,6J/6370,9E/8865		
7	6-Apr-25	Nyan Hein Soe	2A	JMCDP	8.30	17.30	8.00	9,600	3R/1566,9R/7837,6J/6370,9E/8865		
8	6-Apr-25	Ye Yint Naing	2A	JMCDP	8.30	17.30	8.00	9,600	3R/1566,9R/7837,6J/6370,9E/8865		
9	18-Apr-25	Hiet Wai Yan	2C	AGMDF	8.30	17.30	8.00	9,600	9R/7816,6J/6383,3Q/8092,9F/5151,7M/6684		
10	18-Apr-25	Swan Saung	2C	JMCDP	8.30	17.30	8.00	9,600	9R/7816,6J/6383,3Q/8092,9F/5151,7M/6684		
11	18-Apr-25	Ye Yint Naing	2A	JMCDP	8.30	17.30	8.00	9,600	9R/7816,6J/6383,3Q/8092,9F/5151,7M/6684		
12	18-Apr-25	Thet Paing Htwe	2A	JMCDP	8.30	17.30	8.00	9,600	9R/7816,6J/6383,3Q/8092,9F/5151,7M/6684		
							Total Hours	48.00.00	115,200		
							Total Amount				

Handwritten signature and date: 30-4-25

OVER TIME REQUEST for Driver April 25

BU/HR/Div Name				T&B BU (ISUZU BU)								
Department				Administration								
Reason for Overtime				Ferry Way (Hiring This Year to ISUZU Compass Auto)								
No	Over Time Date	BU/HR/Div	Department Name	Name	Rank	Time		Hours	Hour	Hour 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	

Handwritten signature and date: 25/4/25

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 Day	BU/BR/Div Name	Department Name	Name	Rank	Time		Hours	Hour	Hour Price	Amount	Remark
						From	To					
1	24-Mar-25	T&B BU	Driver	Pya Pyo Naing	1A	6:00 AM	8:00 AM	2:00	2	1200	2,400	
				Pya Pyo Naing	1A	5:00 PM	8:00 PM	3:00	3	1200	3,600	
2	25-Mar-25	T&B BU	Driver	Pya Pyo Naing	1A	6:00 AM	8:00 AM	2:00	2	1200	2,400	
				Pya Pyo Naing	1A	5:00 PM	8:00 PM	3:00	3	1200	3,600	
3	26-Mar-25	T&B BU	Driver	Pya Pyo Naing	1A	6:00 AM	8:00 AM	2:00	2	1200	2,400	
				Pya Pyo Naing	1A	5:00 PM	7:30 PM	2:30	2.5	1200	3,000	
4	28-Mar-25	T&B BU	Driver	Pya Pyo Naing	1A	6:00 AM	8:00 AM	2:00	2	1200	2,400	
				Pya Pyo Naing	1A	5:00 PM	8:00 PM	3:00	3	1200	3,600	
5	29-Mar-25	T&B BU	Driver	Pya Pyo Naing	1A	6:00 AM	8:00 AM	2:00	2	1200	2,400	
				Pya Pyo Naing	1A	5:00 PM	8:00 PM	3:00	3	1200	3,600	
6	31-Mar-25	T&B BU	Driver	Pya Pyo Naing	1A	6:00 AM	8:00 AM	2:00	2	1200	2,400	
				Pya Pyo Naing	1A	5:00 PM	8:00 PM	3:00	3	1200	3,600	
7	1-Apr-25	T&B BU	Driver	Pya Pyo Naing	1A	6:00 AM	8:00 AM	2:00	2	1200	2,400	
				Pya Pyo Naing	1A	5:00 PM	7:30 PM	2:30	2.5	1200	3,000	
8	2-Apr-25	T&B BU	Driver	Pya Pyo Naing	1A	6:00 AM	8:00 AM	2:00	2	1200	2,400	
				Pya Pyo Naing	1A	5:00 PM	8:00 AM	3:00	3	1200	3,600	
9	3-Apr-25	T&B BU	Driver	Pya Pyo Naing	1A	6:00 AM	8:00 AM	2:00	2	1200	2,400	
				Pya Pyo Naing	1A	5:00 PM	7:30 PM	2:30	2.5	1200	3,000	
10	4-Apr-25	T&B BU	Driver	Pya Pyo Naing	1A	6:00 AM	8:00 AM	2:00	2	1200	2,400	
				Pya Pyo Naing	1A	5:00 PM	7:30 PM	2:30	2.5	1200	3,000	
11	5-Apr-25	T&B BU	Driver	Pya Pyo Naing	1A	6:00 AM	8:00 AM	2:00	2	1200	2,400	
				Pya Pyo Naing	1A	5:00 PM	8:00 PM	3:00	3	1200	3,600	
12	7-Apr-25	T&B BU	Driver	Pya Pyo Naing	1A	6:00 AM	8:00 AM	2:00	2	1200	2,400	
				Pya Pyo Naing	1A	5:00 PM	7:30 PM	2:30	2.5	1200	3,000	
13	8-Apr-25	T&B BU	Driver	Pya Pyo Naing	1A	6:00 AM	8:00 AM	2:00	2	1200	2,400	
				Pya Pyo Naing	1A	5:00 PM	8:00 PM	3:00	3	1200	3,600	
14	9-Apr-25	T&B BU	Driver	Pya Pyo Naing	1A	6:00 AM	8:00 AM	2:00	2	1200	2,400	
				Pya Pyo Naing	1A	5:00 PM	8:00 PM	3:00	3	1200	3,600	
15	10-Apr-25	T&B BU	Driver	Pya Pyo Naing	1A	6:00 AM	8:00 AM	2:00	2	1200	2,400	
				Pya Pyo Naing	1A	5:00 PM	7:30 PM	2:30	2.5	1200	3,000	
16	11-Apr-25	T&B BU	Driver	Pya Pyo Naing	1A	6:00 AM	8:00 AM	2:00	2	1200	2,400	
				Pya Pyo Naing	1A	5:00 PM	8:00 PM	3:00	3	1200	3,600	
17	22-Apr-25	T&B BU	Driver	Pya Pyo Naing	1A	6:00 AM	8:00 AM	2:00	2	1200	2,400	
				Pya Pyo Naing	1A	5:00 PM	7:30 PM	2:30	2.5	1200	3,000	
18	23-Apr-25	T&B BU	Driver	Pya Pyo Naing	1A	6:00 AM	8:00 AM	2:00	2	1200	2,400	
				Pya Pyo Naing	1A	5:00 PM	7:30 PM	2:30	2.5	1200	3,000	
Total Hours									86	43200	103,200	

125
15-4-25

OVERTIME SUMMARY DATA For Security (April 25)

No	Over Time Date	BU/Div/Div Name	Department Name	Name	Rank	Position	Time From	To	Hours	1 Hour Price	Amount	Remark
32	24-Mar-25	T&B BU	Administration	Zaw Min Han	IA	Security	7:00 AM	17:00PM	#	1,000	8,000	
1	25-Mar-25	T&B BU	Administration	Khin Maung Myint	IA	Security	7:00 AM	17:00PM	#	1,000	8,000	
49	26-Mar-25	T&B BU	Administration	Kyaw Kyaw Aung	IA	Security	7:00 AM	17:00PM	#	1,000	8,000	
2	27-Mar-25	T&B BU	Administration	Khin Maung Myint	IA	Security	17:00PM	7:00 AM	#	1,000	8,000	
18	27-Mar-25	T&B BU	Administration	San Wai	IA	Security	7:00 AM	17:00PM	#	1,000	8,000	
33	27-Mar-25	T&B BU	Administration	Zaw Min Han	IA	Security	17:00PM	7:00 AM	#	1,000	8,000	
50	27-Mar-25	T&B BU	Administration	Kyaw Kyaw Aung	IA	Security	17:00PM	7:00 AM	#	1,000	8,000	
34	28-Mar-25	T&B BU	Administration	Zaw Min Han	IA	Security	7:00 AM	17:00PM	#	1,000	8,000	
3	29-Mar-25	T&B BU	Administration	Khin Maung Myint	IA	Security	7:00 AM	17:00PM	#	1,000	8,000	EMIA Leave
35	30-Mar-25	T&B BU	Administration	Zaw Min Han	IA	Security	7:00 AM	17:00PM	#	1,000	8,000	
51	30-Mar-25	T&B BU	Administration	Kyaw Kyaw Aung	IA	Security	7:00 AM	17:00PM	#	1,000	8,000	
19	31-Mar-25	T&B BU	Administration	San Wai	IA	Security	7:00 AM	17:00PM	#	1,000	8,000	
36	1-Apr-25	T&B BU	Administration	Zaw Min Han	IA	Security	7:00 AM	17:00PM	#	1,000	8,000	
4	2-Apr-25	T&B BU	Administration	Khin Maung Myint	IA	Security	7:00 AM	17:00PM	#	1,000	8,000	
52	3-Apr-25	T&B BU	Administration	Kyaw Kyaw Aung	IA	Security	7:00 AM	17:00PM	#	1,000	8,000	
20	4-Apr-25	T&B BU	Administration	San Wai	IA	Security	7:00 AM	17:00PM	#	1,000	8,000	
37	5-Apr-25	T&B BU	Administration	Zaw Min Han	IA	Security	7:00 AM	17:00PM	#	1,000	8,000	
5	6-Apr-25	T&B BU	Administration	Khin Maung Myint	IA	Security	7:00 AM	17:00PM	#	1,000	8,000	
53	7-Apr-25	T&B BU	Administration	Kyaw Kyaw Aung	IA	Security	7:00 AM	17:00PM	#	1,000	8,000	
21	8-Apr-25	T&B BU	Administration	San Wai	IA	Security	7:00 AM	17:00PM	#	1,000	8,000	
38	9-Apr-25	T&B BU	Administration	Zaw Min Han	IA	Security	7:00 AM	17:00PM	#	1,000	8,000	
6	10-Apr-25	T&B BU	Administration	Khin Maung Myint	IA	Security	7:00 AM	17:00PM	#	1,000	8,000	
54	11-Apr-25	T&B BU	Administration	Kyaw Kyaw Aung	IA	Security	7:00 AM	17:00PM	#	1,000	8,000	
7	12-Apr-25	T&B BU	Administration	Khin Maung Myint	IA	Security	17:00PM	7:00 AM	#	1,000	8,000	
22	12-Apr-25	T&B BU	Administration	San Wai	IA	Security	7:00 AM	17:00PM	#	1,000	8,000	
39	12-Apr-25	T&B BU	Administration	Zaw Min Han	IA	Security	17:00PM	7:00 AM	#	1,000	8,000	
55	12-Apr-25	T&B BU	Administration	Kyaw Kyaw Aung	IA	Security	7:00 AM	17:00PM	#	1,000	8,000	
8	13-Apr-25	T&B BU	Administration	Khin Maung Myint	IA	Security	17:00PM	7:00 AM	#	1,000	8,000	
23	13-Apr-25	T&B BU	Administration	San Wai	IA	Security	7:00 AM	17:00PM	#	1,000	8,000	
40	13-Apr-25	T&B BU	Administration	Zaw Min Han	IA	Security	7:00 AM	17:00PM	#	1,000	8,000	
56	13-Apr-25	T&B BU	Administration	Kyaw Kyaw Aung	IA	Security	17:00PM	7:00 AM	#	1,000	8,000	
9	14-Apr-25	T&B BU	Administration	Khin Maung Myint	IA	Security	7:00 AM	17:00PM	#	1,000	8,000	
24	14-Apr-25	T&B BU	Administration	San Wai	IA	Security	17:00PM	7:00 AM	#	1,000	8,000	
41	14-Apr-25	T&B BU	Administration	Zaw Min Han	IA	Security	7:00 AM	17:00PM	#	1,000	8,000	
57	14-Apr-25	T&B BU	Administration	Kyaw Kyaw Aung	IA	Security	17:00PM	7:00 AM	#	1,000	8,000	
10	15-Apr-25	T&B BU	Administration	Khin Maung Myint	IA	Security	7:00 AM	5:00 PM	#	1,000	8,000	
25	15-Apr-25	T&B BU	Administration	San Wai	IA	Security	17:00PM	7:00 AM	#	1,000	8,000	
42	15-Apr-25	T&B BU	Administration	Zaw Min Han	IA	Security	17:00PM	7:00 AM	#	1,000	8,000	
58	15-Apr-25	T&B BU	Administration	Kyaw Kyaw Aung	IA	Security	7:00 AM	17:00PM	#	1,000	8,000	
11	16-Apr-25	T&B BU	Administration	Khin Maung Myint	IA	Security	17:00PM	7:00 AM	#	1,000	8,000	
26	16-Apr-25	T&B BU	Administration	San Wai	IA	Security	7:00 AM	17:00PM	#	1,000	8,000	
43	16-Apr-25	T&B BU	Administration	Zaw Min Han	IA	Security	17:00PM	7:00 AM	#	1,000	8,000	
59	16-Apr-25	T&B BU	Administration	Kyaw Kyaw Aung	IA	Security	7:00 AM	17:00PM	#	1,000	8,000	
12	17-Apr-25	T&B BU	Administration	Khin Maung Myint	IA	Security	17:00PM	7:00 AM	#	1,000	8,000	
27	17-Apr-25	T&B BU	Administration	San Wai	IA	Security	7:00 AM	17:00PM	#	1,000	8,000	
44	17-Apr-25	T&B BU	Administration	Zaw Min Han	IA	Security	7:00 AM	17:00PM	#	1,000	8,000	
60	17-Apr-25	T&B BU	Administration	Kyaw Kyaw Aung	IA	Security	17:00PM	7:00 AM	#	1,000	8,000	
13	18-Apr-25	T&B BU	Administration	Khin Maung Myint	IA	Security	7:00 AM	17:00PM	#	1,000	8,000	
28	18-Apr-25	T&B BU	Administration	San Wai	IA	Security	17:00PM	7:00 AM	#	1,000	8,000	
45	18-Apr-25	T&B BU	Administration	Zaw Min Han	IA	Security	7:00 AM	17:00PM	#	1,000	8,000	
61	18-Apr-25	T&B BU	Administration	Kyaw Kyaw Aung	IA	Security	17:00PM	7:00 AM	#	1,000	8,000	
14	19-Apr-25	T&B BU	Administration	Khin Maung Myint	IA	Security	7:00 AM	17:00PM	#	1,000	8,000	
29	19-Apr-25	T&B BU	Administration	San Wai	IA	Security	17:00PM	7:00 AM	#	1,000	8,000	
46	19-Apr-25	T&B BU	Administration	Zaw Min Han	IA	Security	17:00PM	7:00 AM	#	1,000	8,000	
62	19-Apr-25	T&B BU	Administration	Kyaw Kyaw Aung	IA	Security	7:00 AM	17:00PM	#	1,000	8,000	
15	20-Apr-25	T&B BU	Administration	Khin Maung Myint	IA	Security	17:00PM	7:00 AM	#	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 note:
 25-
 6/4/25
 25-4-25



OVERTIME REQUEST FORM

BU/BR/DIV Name : Truck and Bus
 Department Name : Service
 Reason for Overtime : For 3R-1566, 9R-7832, 6J-6370, 9E-8865

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	6-4-2025	Myint Myint Thu	Mechanic	8:30 AM	12:30 PM	8:00	9600	
2.	6-4-2025	Htet Wa Yan	u	8:30 AM	12:30 PM	8:00	9600	
3.	6-4-2025	Nyan Hein Poe	u	8:30 AM	12:30 PM	8:00	9600	
4.	6-4-2025	Ye Eant Nang	u	8:30 AM	12:30 PM	8:00	9600	
						22	22	
Total Hours						32:00	38400	
Total Amount								

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

Approved by

 Wa Phyo Htan
 (DH)

Approved by

 Win Theng Nwe
 (GM/AGM/COO)

Checked by

 Zin Mar Poe
 (HR)

05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

2

BU/BR/DIV Name : T&B
 Department Name : Adm...
 Reason for Overtime : Berry

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
5.	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

 29/17/25
 (DH)
 ZMS

Approved by

 25-4-25
 (GM/AGM/COO)
 bin Tin Aun

Checked by

 29/17/25
 (HR)
 05-CHL-HRM-FRM-020-05
 ZMS

OVERTIME REQUEST FORM

3


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

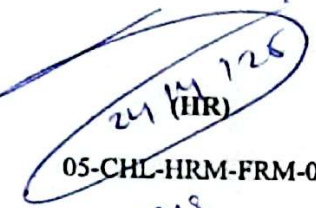
No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
10.	3.4.25	Kang Htet Zaw	Driver	5:00 pm	8:00 pm	3 hrs	2600	
11.	4.4.25	"	"	6:00 AM	8:00 AM	2 hrs	2400	
		"	"	5:00 pm	7:30 pm	2:30 hrs	3000	
12.	5.4.25	"	"	6:00 AM	8:00 AM	2 hrs	2400	
		"	"	5:00 pm	7:00 pm	2 hrs	2400	
13.	7.4.25	"	"	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	
						Total Amount	24600	

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

Approved by

 (DH)
 ZMS

Approved by

 (GM/AGM/COO)
 Win Tun Aung

Checked by

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

OVERTIME REQUEST FORM

①

BU/BR/DIV Name : TJB

Department Name : Adm.

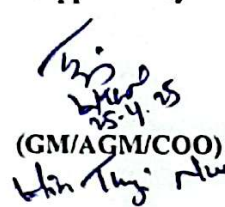
Reason for Overtime : Ferry

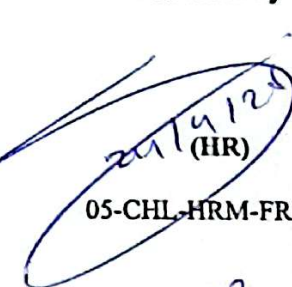
No.	Date	Name	Position Level	Time		Hours	Amount	Remark	
				From	To				
15	9.4.25	Kaung Het Zaw	Driver	6:00 AM	8:00 AM	2 hrs	2400		
	"	"	"	5:00 pm	8:00 pm	3 hrs	3600		
16	10.4.25	"	"	6:00 AM	8:00 AM	2 hrs	2400		
				5:00 pm	7:30 pm	2:30 hrs	3000		
17	11.4.25	"	"	6:00 AM	8:00 AM	2 hrs	2400		
	"	"	"	5:00 pm	8:00 pm	3 hrs	3600		
18	22.4.25	"	"	6:00 AM	8:00 AM	2 hrs	2400		
	"	"	"	5:00 pm	8:00 pm	3 hrs	3600		
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: **Kaung Het Zaw**
 (Requestor)

Approved by

 (DHI)
 ZMS


Approved by

 (GM/AGM/COO)
 Win Tun Mye


Checked by

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

OVERTIME REQUEST FORM

BU/BR/DIV Name : T 213
 Department Name : Admin
 Reason for Overtime : Ferry

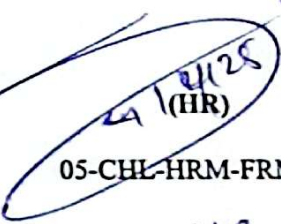
No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
7a.	23.4.25	Kaung Het Zaw	Driver	5:00 pm	7:30 pm	2:30 hrs	3000	
Total Hours						2:30 hrs	3000	✓
Total Amount								

Requested by

 Sign :
 Name : Kaung Het Zaw
 (Requestor)

Approved by

 27/4/25
 (DH)
 ZMS

Approved by

 23/4/25
 (GM/AGM/COO)
 Win Tun Mye

Checked by

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



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	25200	✓
Total Amount								

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

Approved by
[Signature]
 (DH)
 21/14/25

Approved by
[Signature]
 (GM/AGM/COO)
 Min Tunji

Checked by
[Signature]
 (HR)
 21/14/25



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	Rupe Phyo Aung		6:00AM	8:00AM	2 hour	2400	
	" "	" "		5:00PM	8:00 PM	3 hour	3600	
	25.3.25	" "		6:00AM	8:00AM	2 hour	2400	
	" "	" "		5:00PM	8:00 PM	3 hour	3600	
	26.3.25	" "		6:00AM	8:00AM	2 hour	2400	
	" "	" "		6:00PM	7:30PM	2:30 hour	3000	
	28.3.25	" "		6:00AM	8:00AM	2 hour	2400	
	" "	" "		5:00PM	8:00PM	3 hour	3600	
						Total Hours	14.30 hour	
						Total Amount	23400	

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

Approved by

 24/4/25
 (DH)
 ZMS

Approved by

 (GM/AGM/COO)
 Wm Tun Aung

Checked by

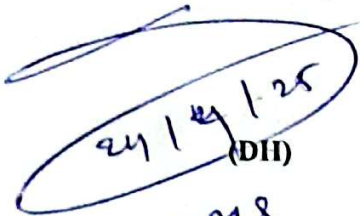
 24/4/25
 (HR)
 ZMS


OVERTIME REQUEST FORM

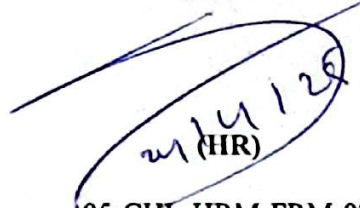
BU/BR/DIV Name : T 813
 Department Name : Admin Section
 Reason for Overtime : Page

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
	29.3.25	Pgo Png Nging		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						10:30 hour	23400	
Total Amount								

Requested by
 Sign : 
 Name : Pgo Png Nging
 (Requestor)

Approved by

 24/4/25
 (DI)
 ZMS

Approved by

 (GM/AGM/COO)
 kln Tng Nging

Checked by

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



OVERTIME REQUEST FORM

BU/BR/DIV Name : T & B
 Department Name : Admin Section
 Reason for Overtime : Feary

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
	3.4.25	Pece Phos nering		6:00AM	8:00AM	2hour	2400	
	" "	" "		5:00PM	7:30PM	2:30hour	3000	
	4.4.25	" "		6:00AM	8:00AM	2hour	2400	
	" "	" "		5:00PM	7:30 PM	2:30hour	3000	
	5.4.25	" "		6:00AM	8:00AM	2:hour	2400	
	" "	" "		5:00PM	8:00PM	3:hour	3600	
	4.4.25	" "		6:00AM	8:00AM	2hour	2400	
	" "	" "		5:00PM	7:30PM	2:30hour	3000	
						2		
Total Hours						18:30hour	22200	✓
Total Amount								

Requested by
 Sign :
 Name : Pece Phos nering
 (Requestor)

Approved by

 27/4/25
 (DH)
 ZMS

Approved by

 25-4-25
 (GM/AGM/COO)
 Whty's New

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	Pye Phengning		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		
						Total Hours	19:30 hour	23 400	✓
						Total Amount			

Requested by

Approved by

Approved by

Checked by

Sign :
Name :

[Signature]
 Pye Phengning
 (Requestor)

[Signature]
 24/4/25
 ZMS

[Signature]
 25/4/25
 (GM/AGM/COO)
 Hin Tung Nee

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



OVERTIME REQUEST FORM

BU/BR/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	U Tin MG	cleaner	9:00 AM	5:00 PM	8 hrs	9600	2014125
2	13-4-25	"	"	9:00 AM	5:00 PM	8 hrs	9600	2014125
3	16-4-25	"	"	9:00 AM	5:00 PM	8 hrs	9600	2014125
Total Hours						24 hrs	28800	
Total Amount								

Requested by

Sign :

Name : U TIN MG

(Requestor)

Approved by

LAT

2014125
(DH)

ZMS

Approved by

(GM/AGM/COO)

Hin Thi Nu

Checked by

2014125
(HR)

05-CHL-HRM-FRM-020-05

ZMS



OVERTIME REQUEST FORM

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

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	2nd shift work
2	27-3-25	"	"	17:00 PM	07:00 AM	8 hrs	8000	2nd shift work
3	30-3-25	"	"	07:00 AM	17:00 PM	8 hrs	8000	2nd shift work
4	3-4-25	"	"	07:00 AM	17:00 PM	8 hrs	8000	2nd shift work
5	7-4-25	"	"	07:00 AM	17:00 PM	8 hrs	8000	2nd shift work
6	11-4-25	"	"	07:00 AM	17:00 PM	8 hrs	8000	2nd shift work
7	12-4-25	"	"	07:00 AM	17:00 PM	8 hrs	8000	2nd shift work
8	13-4-25	"	"	17:00 PM	07:00 AM	8 hrs	8000	2nd shift work
9	14-4-25	"	"	17:00 PM	07:00 AM	8 hrs	8000	2nd shift work
Total Hours						72 hrs	72000	
Total Amount								

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

Approved by

 (DH)
 ZMS

Approved by

 (GM/AGM/COO)
 U ZAW MIN HAN

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 @ 23

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

Requested by

Sign :

Name :

U ZAW MIN

(Requestor)

Approved by

(DII)

Zms

Approved by

(GM/AGM/COO)

Min Thuy Nee

Checked by

(HR)

05-CHL-HRM-FRM-020-05

Zms

136000



OVERTIME REQUEST FORM

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

Department Name : Admin

Reason for Overtime : ၃၇၆၃၀၁၉၂

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	24-3-25	U Zaw Min Han	Security	07:00 AM	17:00 PM	8 hrs	8000	၃၇၆၃၀၁၉၂
2	27-3-25	"	"	17:00 PM	07:00 AM	8 hrs	8000	၀၇၅၀၆၀၀၀၀၀၀
3	28-3-25	"	"	07:00 AM	17:00 PM	8 hrs	8000	၃၇၆၃၀၁၉၂
4	30-3-25	"	"	07:00 AM	17:00 PM	8 hrs	8000	၀၇၅၀၆၀၀၀၀၀၀
5	1-4-25	"	"	07:00 AM	17:00 PM	8 hrs	8000	၃၇၆၃၀၁၉၂
6	5-4-25	"	"	07:00 AM	17:00 PM	8 hrs	8000	၃၇၆၃၀၁၉၂
7	9-4-25	"	"	07:00 AM	17:00 PM	8 hrs	8000	၃၇၆၃၀၁၉၂
8	12-4-25	"	"	17:00 PM	07:00 AM	8 hrs	8000	၀၇၅၀၆၀၀၀၀
9	13-4-25	"	"	07:00 AM	17:00 PM	8 hrs	8000	၃၇၆၃၀၁၉၂
Total Hours						72 hrs	72000	✓
Total Amount								

Requested by

Approved by


Approved by

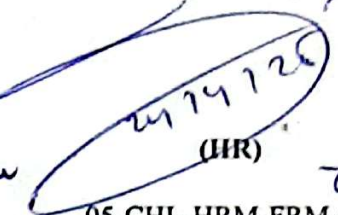
Checked by

Sign :
Name :


U ZAW MIN HAN
(Requestor)


24/14/25
(DII)
ZMS


(GM/AGM/COO)
U Zaw Min Han


24/14/25
(HR)

ZMS

05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

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

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

Request ed by : (Requestor.)
 Name : UZAW MIN HAN
 Approved by : (DII)
 Approved by : (GM/AGM/COO)
 Checked by : (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 : 3rd shift @ 2nd

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	25-3-25	S. 28000000	Security	07:00 AM	17:00 PM	8 hrs	8000	3rd shift @ 2nd
2	27-3-25	u	u	17:00 PM	07:00 AM	8 hrs	8000	on duty @ 50%
3	29-3-25	u	u	07:00 AM	17:00 PM	8 hrs	8000	3rd shift @ 2nd
4	2-4-25	u	u	07:00 AM	17:00 PM	8 hrs	8000	3rd shift @ 2nd
5	6-4-25	u	u	07:00 AM	17:00 PM	8 hrs	8000	3rd shift @ 2nd
6	10-4-25	u	u	07:00 AM	17:00 PM	8 hrs	8000	3rd shift @ 2nd
7	12-4-25	u	u	17:00 PM	07:00 AM	8 hrs	8000	on duty @ 50%
8	13-4-25	u	u	17:00 PM	07:00 AM	8 hrs	8000	on duty @ 50%
9	14-4-25	u	u	07:00 AM	17:00 PM	8 hrs	8000	3rd shift @ 2nd
Total Hours						72 hrs	72000	
Total Amount								

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

Approved by

 21/4/25
 (DH)
 ZMS

Approved by

 21/4/25
 (GM/AGM/COO)
 Min Thi Aye

Checked by

 21/4/25
 (HR)
 ZMS

05-CHL-HRM-FRM-020-05


OVERTIME REQUEST FORM

BU/BR/DIV Name : T8c B/ CA BU

Department Name : Admin


Reason for Overtime : ၃၇၂၃၂၂၂၂

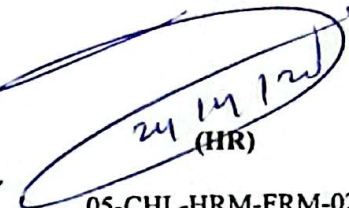
No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
10	15-4-25	U ZAW MIN HAN	Security	07:00 AM	17:00 PM	8 hrs	8000	၂၀၆၅
11	16-4-25	u	u	17:00 PM	07:00 AM	8 hrs	8000	၂၀၆၅
12	17-4-25	u	u	17:00 PM	07:00 AM	8 hrs	8000	၂၀၆၅
13	18-4-25	u	u	07:00 AM	17:00 PM	8 hrs	8000	၃၇၂၃၂၂၂၂
14	19-4-25	u	u	07:00 AM	17:00 PM	8 hrs	8000	၂၀၆၅
15	20-4-25	u	u	17:00 PM	07:00 AM	8 hrs	8000	၂၀၆၅
16	21-4-25	u	u	17:00 PM	07:00 AM	8 hrs	8000	၂၀၆၅
17	22-4-25	u	u	07:00 AM	17:00 PM	8 hrs	8000	၃၇၂၃၂၂၂၂
Total Hours						64 hrs	64000	✓
Total Amount								

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

Approved by

 21/14/2025
 (DH)
 ZMS

Approved by

 25/4/25
 (GM/AGM/COO)
 Win Tyi Aun

Checked by

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

112000



OVERTIME REQUEST FORM

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

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	27-3-25	ဦးဝင်းဝင်း	security	07:00 AM	17:00 PM	8 hrs	8000	အိမ်ထောင်ရေးအဖွဲ့
2	31-3-25	u	u	07:00 AM	17:00 PM	8 hrs	8000	အိမ်ထောင်ရေးအဖွဲ့
3	4-4-25	u	u	07:00 AM	17:00 PM	8 hrs	8000	အိမ်ထောင်ရေးအဖွဲ့
4	8-4-25	u	u	07:00 AM	17:00 PM	8 hrs	8000	အိမ်ထောင်ရေးအဖွဲ့
5	12-4-25	u	u	07:00 AM	17:00 PM	8 hrs	8000	အိမ်ထောင်ရေးအဖွဲ့
6	13-4-25	u	u	07:00 AM	17:00 PM	8 hrs	8000	အိမ်ထောင်ရေးအဖွဲ့
7	14-4-25	u	u	17:00 PM	07:00 AM	8 hrs	8000	အိမ်ထောင်ရေးအဖွဲ့
8	15-4-25	u	u	17:00 PM	07:00 AM	8 hrs	8000	အိမ်ထောင်ရေးအဖွဲ့
9	16-4-25	u	u	07:00 AM	17:00 PM	8 hrs	8000	အိမ်ထောင်ရေးအဖွဲ့
Total Hours						72 hrs	72000	
Total Amount								

Requested by
 Sign:
 Name: UZAW MIN HAN
 (Requestor)

Approved by

 (DH)
 215

Approved by

 (GM/AGM/COO)
 talin ting Nwe

Checked by

 (HR)
 OHS

05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

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

Department Name : Admin

Reason for Overtime : 3rd shift @ 20

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
10	17-4-25	U ZAW MIN HAN	security	07:00 AM	17:00 PM	8 hrs	8000	2nd shift
11	18-4-25	"	"	17:00 PM	07:00 AM	8 hrs	8000	2nd shift
12	19-4-25	"	"	17:01 PM	07:00 AM	8 hrs	8000	2nd shift
13	20-4-25	"	"	07:00 AM	17:00 PM	8 hrs	8000	3rd shift @ 20
14	21-4-25	"	"	07:00 AM	17:00 PM	8 hrs	8000	3rd shift @ 20
Total Hours						40 hrs	40000	
Total Amount								

Requested by

Approved by

Approved by

Checked by

Sign :
Name :

U ZAW MIN HAN
(Requestor)

24/4/25
(DIR)
ZMS

12-11-25
Hla Thyi Nya
(GM/AGM/COO)

24/4/25
(HR)

05-CHL-HRM-FRM-020-05
ZMS