



OVERTIME REQUEST FORM

BU/BR/DIV Name : MAC BLU

Department Name : H.R. C.A.

Reason for Overtime : *Handwritten text in Sinhala script*

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	1.12.2024	<i>Handwritten Name</i>		17:00 pm	07:00 AM	2	8000	<i>Handwritten Remark</i>
2	2.12.24	<i>Handwritten Name</i>		17:00 pm	07:00 AM	2	8000	"
3	4.12.24	<i>Handwritten Name</i>		07:00 AM	17:00 pm	2	8000	"
4	5.12.24	<i>Handwritten Name</i>		17:00 pm	07:00 AM	2	8000	"
5	7.12.24	<i>Handwritten Name</i>		17:00 pm	07:00 AM	2	8000	"
6	9.12.24	<i>Handwritten Name</i>		07:00 AM	17:00 pm	2	8000	"
7	10.12.24	<i>Handwritten Name</i>		07:00 AM	17:00 pm	2	8000	"
8	10.12.24	<i>Handwritten Name</i>		17:00 pm	07:00 AM	2	8000	<i>Handwritten Remark</i>
9	11.12.24	<i>Handwritten Name</i>		17:00 pm	07:00 AM	2	8000	<i>Handwritten Remark</i>
Total Hours						72	720000	
Total Amount								

Requested by
 Sign: *[Signature]*
 Name: *U. Kant Ziri*
 (Requestor)

Approved by
[Signature]
 (DH)

Approved by
 (GM/AGM/COO)

Checked by
[Signature]
 (HR)

05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM



OVERTIME REQUEST FORM

BU/BR/DIV Name : MAC BLU

Department Name : HR-CA

Reason for Overtime : 03-10-2024 වන විට -> 9:00pm - 5:00am දක්වා කාර්යයක් සිදු කිරීමට අවශ්‍යයි.

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	12.12.24	සී. ජයවර්ධන		07:00 AM	17:00 PM	2	8000	කාර්යයක් සිදු කිරීමට.
2	12.12.24	කේ. එම්. ජයවර්ධන		17:00 PM	07:00 AM	2	8000	කාර්යයක් සිදු කිරීමට.
3	13.12.24	" "		07:00 AM	17:00 PM	2	8000	කාර්යයක් සිදු කිරීමට.
4	14.12.24	" "		17:00 PM	07:00 AM	2	8000	"
5	19.12.24	කේ. එම්. ජයවර්ධන		07:00 AM	17:00 PM	2	8000	කාර්යයක් සිදු කිරීමට.
6	20.12.24	සී. ජයවර්ධන		07:00 AM	17:00 PM	2	8000	කාර්යයක් සිදු කිරීමට.
7	21.12.24	කේ. එම්. ජයවර්ධන		17:00 PM	07:00 AM	2	8000	"
8	21.12.24	කේ. එම්. ජයවර්ධන		17:00 PM	07:00 AM	2	8000	"
9	22.12.24	සී. ජයවර්ධන		07:00 AM	17:00 PM	2	8000	ZPT. YUKA වෙත:
Total Hours						72	72000/-	
Total Amount								

Requested by

Sign :
Name : K. M. Jayawardena
(Requestor)

Approved by

(DH)

Approved by

(GM/AGM/COO)

Checked by

(HR)

OVERTIME REQUEST FORM

U/BR/DIV Name : **MAC. BLU**

Department Name : **HR-GA.**

Reason for Overtime : **අන්තර්-ලිපිකරණය සඳහා ලිපිකරණ කෙරෙහි අධි-වේලාවක්.**

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	22.12.24	පී. ගුණසේන		17:00 pm	07:00 am	8	8000	කෙරෙහි වේ. 07.
2	23.12.24	" ජයරත්න		17:00 pm	17:00 pm	8	8000	"
3	24.12.24	" රත්න		"	"	8	8000	"
4	25.12.24	" ජයරත්න		"	"	8	8000	අන්තර්-ලිපිකරණය.
5	"	" රත්න		"	"	8	8000	"
6	"	" රත්න		17:00 pm	07:00 am	8	8000	"
7	"	" රත්න		"	"	8	8000	"
8	26.12.24	" ජයරත්න		"	"	8	8000	කෙරෙහි වේ. 07.
9	"	" ගුණසේන		"	"	8	8000	පී. ගුණසේන.
Total Hours						72	720081	
Total Amount								


Requested by
 Sign : _____
 Name : **U. Trent Zini**
 (Requestor)

Approved by

 (DH)

Approved by

 (GM/AGM/COO)

Checked by

 (HR)

05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : MAC
 Department Name : HR & GA
 Reason for Overtime : water Boon regu ambi uggadi-1

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	20.12.24	Aungko lin	driver	17:00pm	19:30pm	2-5hr	3000/-	Y.W.B uggadi
2.	23.12.24	-	-	17:00	18:00pm	1hr	1200/-	GM. Term
						Total Hours		
						Total Amount	4200/-	

Requested by

Approved by

Approved by

Checked by

Sign :
Name :

(Requestor)

(DH)

(GM/AGM/COO)

(HR)

05-CHL-HRM-FRM-020-05