

CASH CLAIM FORM

Date : 9.7.24

BU/BR/Division : MAC

Department : Administration

Issue Amount : 38400/- Kyats/ USD

ခုံးသက်ရှင်ထောင်စေ ဂျာနယ်ရယ်

Budget include (or) Not :

Yes  Budgeted Title and Amount :

No  Reasons for :

Required For:

Overtime charges for security and driver of Jun'24.

မှတ်ချက်။

(၁) အဆင့်ဆင့်သက်ဆိုင်ရာတာဝန်ရှိလျက်မှန်းမှားအားလုံး သေချာစွာစစ်ဆေးတွက်ချက်ပြီးထားသော ဝင်ပမာကဖြစ်ရပါမည်။

(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)

Request By

Mya Kay Khainy  
Requester

Checked By

Sue Swe Win  
Mgr/DH

Checked By

Pyae Phyu Zin  
Finance & Account

Approved By

Sent Saint Thu  
GM/AGM/COO

Approved By

CMC/CEO/Chairwoman

၂၀၂၄ ခု ဇူလိုင်လ ၁၀ ရက်


04-CFD-CAS-FRM-005-03


MG

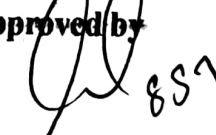
# OVERTIME REQUEST FORM

R/DIV Name : MAC  
 Department Name : H.R.G.A  
 Reason for Overtime : G.M. Ferry

No.	Date	Name	Position Level	Time		Hours	Amount	Remark	
				From	To				
	11.6.24	Ug Ho 1/h	Driver	5:00pm	6:00pm	1hr	12081	G.M. Ferry	
	12.6.24	Ug Ho 1/h	Driver	7:00AM	8:00 AM	1hr	12081	G.M. Ferry	
	"	"	"	5:00pm	6:00pm	1hr	12081	" "	
	13.6.24	Ug Ho 1/h	Driver	7:00 AM	8:00 AM	1hr	12081	G.M.	
	"	"	"	5:00pm	6:00 pm	1hr	12081	Ferry	
	14.6.24	Ug Ho 1/h	Driver	7:00 AM	8:00 AM	1hr	12081	G.M.	
	"	"	"	5:00pm	6:00pm	1hr	12081	Ferry	
	29.6.24	Ug Ho 1/h	Driver	5:00pm	6:00pm	1hr	12081	G.M. Ferry	
						<b>Total Hours</b>	8hr	96081	✓
						<b>Total Amount</b>			

**Requested by**  
 Sign :   
 Name : Ug Ho 1/h  
 (Requestor)

**Approved by**  
  
 Swe Swe Win  
 (DH)

**Approved by**  
  
 Sent Sent Thu  
 (GM/AGM/COO)


**Checked by**  
  
 Mya Kay Khair  
 (HR)

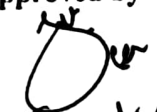
05-CHL-HRM-FRM-020-05

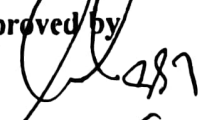
# OVERTIME REQUEST FORM


DIV Name : (MAC)  
 Department Name : Security (HR.GIA)  
 Reason for Overtime : (အစိုးရရုံးဝန်ရရှိအတွက်)

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	15.6.2024	U Hkun Hkang	Security Unit	07:00	17:00	8hrs	9600 <sup>0</sup>	အစိုးရ OT
2	"	U Yan Tin	Security	17:00	07:00	8hrs	9600 <sup>0</sup>	အစိုးရ OT
3	"	U Tin Phyoo	Security	17:00	07:00	8hrs	9600 <sup>0</sup>	အစိုးရ OT
						<b>Total Hours</b>	24 hrs	
						<b>Total Amount</b>	28800 <sup>0</sup>	

**Requested by**  
 Sign:   
 Name: U Tin Phyoo  
 (Requestor)

**Approved by**  
  
 Swe Swe Win  
 (DII)

**Approved by**  
  
 Semt Semt Thu  
 (GM/AGM/COO)

**Checked by**  
  
 Mye Kay Khany  
 (HR)

05-CHL-HRM-FRM-020-05