



### OVERTIME REQUEST FORM

BU/BR/Div Name : PG  
 Department : Service  
 Reason for Overtime : Machine repair

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	8.12.24	Aye Min Soe	-	8:00Am	11:00Am	3	3600	Customer appointment MP-165
2	8.12.24	Aye Min Thu	-	8:00Am	11:00Am	3	3600	
3	7.12.24	Annt Bhone Maw	-	10:30Am	7:30Pm	8	9600	NYU BR Customer alternator delivery & Yamaha machine repairing
4	7.12.24	Aye Min Thu	-	10:30Am	7:30Pm	8	9600	
5	12.12.24	Aye Min Soe	-	5:00Pm	10:30Pm	5	6000	MF-33JS(Pump installation & inspection)
6	12.12.24	Aung Si Thu	-	5:00Pm	10:30Pm	5	6000	
7	12.12.24	Aung Aung Oo	-	5:00Pm	10:30Pm	5	6000	
8	12.12.24	Aung Phyoo Thu	-	5:00Pm	10:30Pm	5	6000	
9	12.12.24	Moe Kyaw Naing	-	5:00Pm	10:30Pm	5	6000	
						Total Hours	47	
						Total Amount	56400	

Prepared By

Name: Chit Pon Su

Knownledged By

Name: Tint Naing

Approved By

Name: Soe Htet Tin

Check By HR

Name: Phyoo Wai Nyein

05-CHL-HRM-FRM-020-04



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BU/BR/Div Name : PG  
 Department : Service  
 Reason for Overtime : Machine repair

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	13.12.24	Aye Min Soe	-	5:00Pm	11:00Pm	5.5	6600	MF-33JS(Pump installation & inspection)
2	13.12.24	Aung Si Thu	-	5:00Pm	11:00Pm	5.5	6600	
3	13.12.24	Annt Bhone Maw	-	5:00Pm	11:00Pm	5.5	6600	
4	13.12.24	Aung Phyoo Thu	-	5:00Pm	11:00Pm	5.5	6600	
5	13.12.24	Moe Kyaw Naing	-	5:00Pm	11:00Pm	5.5	6600	
6	13.12.24	Aung Aung Oo	-	5:00Pm	11:00Pm	5.5	6600	
7	15.12.24	Aye Min Soe	-	12:30Pm	5:00Pm	4	4800	VP-550S (PDI)
8	16.12.24	Moe Kyaw Naing	-	5:00Pm	8:00Pm	3	3600	MC-66AS(Head machine repair shop)
9	16.12.24	Aye Chan Ko Ko	-	5:00Pm	8:00Pm	3	3600	
						Total Hours	43	
						Total Amount	51600	

Prepared By

Name: Chit Pon Su

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