



OVERTIME REQUEST FORM

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

No	Date	Name	Position Level	Time		Hours	Amount	Remark	
				From	To				
1	16.6.25	Wai Lin Htet	MCDP	5:00 PM	7:00 PM	2	3020	GCM313C (Oil Filter, Fuel Filter, Machine Test Run)	
2	16.6.25	Aye Min Thu	AGMDF	5:00 PM	7:00 PM	2	3020		
3	16.6.25	Aung Aung Oo	JMCDP	5:00 PM	7:00 PM	2	3020		
4	17.6.25	Aye Min Thu	AGMDF	5:00 PM	8:00 PM	3	4530	GCM313C (Refill Coolant, Test Run)	
5	17.6.25	Aung Aung Oo	JMCDP	5:00 PM	8:00 PM	3	4530		
6	18.6.25	Aye Min Thu	AGMDF	5:00 PM	8:00 PM	3	4530	GCM313C (Engine Cleaning)	
7	18.6.25	Aung Aung Oo	JMCDP	5:00 PM	8:00 PM	3	4530		
8	5.7.25	Aye Min Thu	AGMDF	10:30 AM	7:00 PM	8	12080		
9	5.7.25	Aung Sithu	Section Head	10:30 AM	7:00 PM	8	12080	MC-220TS (Machine Repair)	
10	6.7.25	Aye Min Thu	AGMDF	8:00 AM	4:30 PM	8	12080		
11	6.7.25	Aung Sithu	Section Head	8:00 AM	4:30 PM	8	12080		
						Total Hours	50	75500	Total Amount
						Total Amount			

Request By: Requestor: **Aung Phone Myint**
 Approved By: (DH): **Tint Naing**
 Approved By: (GM/AGM/COO): **Soe Htet Tin**
 Check By HR: (HR): **Phyo Wai Nyein**
 05-CHL-HRM-FRM-020-05



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

No	Date	Name	Rank	Time		Hours	Amount	Remark	
				From	To				
1	15.7.25	Aye Min Thu	AGMDF	5:00 PM	6:00 PM	1	1510	TAD 1641 Inspection (Waterboom)	
2	15.7.25	Aung Sithu	Section Head	5:00 PM	6:00 PM	1	1510		
4	15.7.25	Wai Lin Htet	MCDP	5:00 PM	6:00 PM	1	1510		
5					Total Amount		0		
6							0		
7							0		
8							0		
9							0		
						Total Hours	3	4530	Total Amount
						Total Amount			

Request By: Requestor: **Aung Phone Myint**
 Approved By: (DH): **Tint Naing**
 Approved By: (GM/AGM/COO): **Soe Htet Tin**
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