



OVERTIME REQUEST FORM

BU/BR/DIV Name : Common Purpose
 Department Name : Service
 Reason for Overtime : 2000 Maintenance Hours (PM)

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	29-12-24	Kyaw Zin Htet	Staff	8:00 AM	6:00 PM	9:00	10800	ZX130-5G
2.	29-12-24	Min Khawt Kacung	"	8:00 AM	6:00 PM	9:00	10800	X11 #
								120467
								fox machine delivery
						Total Hours	18:00	21600
						Total Amount	21600	

Requested by: Sign: Thandar Soe (Requestor)
 Approved by: Sign: Sai Nyan Ko (DH)
 Approved by: Sign: Aung Thu Win (GM/AGM/COO)
 Checked by: Sign: Moe Thazin (HR)

05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : Common Purpose
 Department Name : Service
 Reason for Overtime : Injection Pump and Nozzle Mounting

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	30-12-24	Kyaw Khoing O	Senior Staff	9:00 AM	6:00 PM	8:00	9600	ZX130-5G X11
2.	30-12-24	Kyaw Zin Htet	Staff	9:00 AM	6:00 PM	8:00	9600	#120467
								fox machine delivery
						Total Hours	16:00	19200
						Total Amount	19200	

Requested by: Sign: Thandar Soe (Requestor)
 Approved by: Sign: Sai Nyan Ko (DH)
 Approved by: Sign: Aung Thu Win (GM/AGM/COO)
 Checked by: Sign: Moe Thazin (HR)


05-CHL-HRM-FRM-020-05

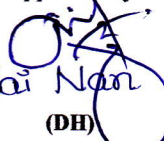



OVERTIME REQUEST FORM


BU/BR/DIV Name : Common Purpose
 Department Name : Service
 Reason for Overtime : Blade Cutter Mounting and Aircon function failure

No.	Date	Name	Position Level	Time		Hours	Amount	Remark	
				From	To				
1-	31-12-24	Kyaw Gon Htet	Staff	9:00AM	6:00PM	8:00	9600	ZX150-5G x 11/05 repair for machine delivery.	
Total Hours						8:00	9600		
Total Amount						9600			

Requested by: 
 Name: Thandar Soe (Requestor)

Approved by: 
 Name: Sai Nyan Ko (DH)

Approved by: 
 Name: Aung Thee Win (GM/AGM/COO)

Checked by: 
 Name: Moe Thazin (HR)