



CASH CLAIM FORM

Date : 7-3-2019

BU / BR / Division : Reman

Department : Recon (Prod.)

Issue Amount : 9600/- Kyats / USD

Budget include (or) Not :

Yes Budgeted Title and Amount :

No Reasons for :

Required For: Recon (Production) OT charges.

မှတ်ချက်။
 (၁) အဆင့်ဆင့်သက်ဆိုင်ရာတာဝန်ရှိသူကြီးမင်းများအားလုံး သေချာစွာစုံစမ်းစစ်ဆေး၊ တွက်ချက်ပြီးထားသော ငွေပမာဏဖြစ်ရပါမည်။
 (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 အပြစ်ရှိ အကဲပြန်လည်ရရှိအောင် တာဝန်ယူ ဆောင်ရွက်ပေးရမည်။
 (If there is errors, frauds or misappropriation, the authorized person must take full responsibility to recover the loss)

Request By Requester	Checked By Mgr/DH	Checked By Finance & Account	Approved By GM/AGM/EOO	Approved By CMC/CEO/Chairwoman
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UMG

OVERTIME REQUEST FORM

BU/BR/Div Name

: Reman

Department

: Recon (Prod:)

Reason for Overtime

: 18975, 18976, 18675, 17075 (MC inspection, check gear oil & wire harness)

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1.	27.2.24	Zayar Hein	3A	5:00 PM	7:00 PM	2h	2400	
2.	"	Hla Phyo Maung	2A	"	"	"	2400	
3.	"	Kyaw Tin Htet	2A	"	"	"	2400	
4.	"	Aye Chan Moe	3C	"	"	"	2400	
							7	
Total Hours						8h	9600	
Total Amount								

Prepared By

Approved

Knowledge By

Approved By
(GM/AGM/COO)

Check By HR

Name: Su Su Khine

Name: U Khin Aung

Name: Ko Maung

Name: Zay Yar Linn

05-CHL-HRM-FRM-020-

Model 18975/18976/17075/18675



Sir. Aye Min Htu

last seen recently



UMG OVERTIME REQUEST FORM

SC/PR/Div Name: *Recon*
 Reason for Overtime: *Reason (Food)*
 Reason for Overtime: *18975, 18976, 18675, 17075 (Mc inspection, check gear oil & wire harness)*

No	Date	Name	Rank	Time		Hours	Amount	Remarks
				From	To			
1	27.2.24	Su Su Khine	SA	5:00 PM	7:00 PM	2h	9600	
2		Mr. Phyo Moe	2A				8400	
3		Mr. Aye Min Htu	2A				8400	
4		Mr. Chan Mye	3C				8400	
Total Hours						8h	9600	
Total Amount								

Prepared By: *[Signature]* Name: *Su Su Khine*
 Knownled By: *[Signature]* Name: *U Min Aye*
 Approved By: *[Signature]* Name: *Ko Myeung*
 Check By HR: *[Signature]* Name: *Lee Yan Lin*
 05-01-18M-FRMS-COO

ဆရာရှင်.. Recon OT actual charges 9600... (PHK) ကိုလွှဲရမဲ့ စက် ၄ စီး အတွက်ပါ
 OT date.. 27.2.24
 Time.. 5pm to 7pm
 MP.. ZH/HPM/KZH/ACM
 Mc model.. 18975/18976/17075/18675
 Activity.. Mc inspection/Check gear oil and wire harness and changed air pipe... Approve ဓား:ဓား:ဓား:ပါ ဆရာ..

11:30 AM ✓

Period Requested By Month Report

No	Name	Rank	From	To	Hours	Amount	Remarks
1	Su Su Khine	SA	27.2.24	27.2.24	2h	9600	

[Signatures]

