



TRAVEL ADVANCE CLEAR FORM


Cash Advance				
Employee Name	Hein Thira Sre, My Min Khad		Estimated Date of Travel	23 days (2.6.25 to 24.6.25)
Position Rank	DH, Mechanic		Total Day	23 days
BU/HR/DIV, Dept	Service		Destination	YGN - DNL - YGN
Purpose	6 months PMCCrane, Excavator, Forklift, Backhoe loader, track crane)			
Travelling Permit				
Arrival Place	Dawei			
Actual Date & Time of Travel	2. Jun. 25			
Total Day	23 days			
HR Name				
HR Sign				
BOH/Authorized Person Name				
BOH/Authorized Person				
Advance Clear				
Actual Date & Time of Travel	2.6.25 ~ 24.6.25 (4:30AM ~ 11 PM)		Total Day	23 days
Departure Date & Time			Arrival Date & Time	26.25 ~ 24.6.25
Date	Description	Total Amount		
		Kyats	USD	
2.6.25 ~ 24.6.25	TA Charges (23 days x 15000) x 2 person	690,000		
	NMR Taxi Charges (Out Htake to Mingaladon Air port to Out Htake)	40,000		
	HTHS Taxi Charges (Home lan to Mingaladon Air port to Home lan)	47,000		
	PPE & Required materials purchasing charges	506,000		
Total Expense (Kyats/USD)		1,283,000		
Cash Advance (Kyats/USD)		1,000,000		
Balance Refund/Additional (Kyats/USD)		283,000		
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Thet Aye Aung	Admin	4.7.25	
Approved By Dept Head	Ye Min Kyaw	DH	4.7.25	
Approved By GM/AGM/COO				
Acknowledged by related Superior for Job Report	Aye Min Htoon	VCM		
HR Check & Approved	Hnin Thant ^(D) Oo	HR		
Cash Received				
Remark				

TRAVELLING REPORT


 Date: 25.6.25

Report To		
Employee Name	Nyi Min Khant, Hein Thha Soe	
Position	Mechanic, DH	
Department	Service	
Business	CF-3	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	2. Jun. 2025	
Total Days		
Trip Information	1. From <u>YGN</u> To <u>DWI</u>	
	2. From <u>DWI</u> To <u>YGN</u>	
	3. From To	
Purpose For Travelling	6 months PM (Crane, excavator, forklift, backhole loader, Truck crane)	
Travel Date	Activities	Remark
2. Jun. 2025	- Go from Yangon to Dawei - Checked the S'parts (Crane, Truck crane, Backhole loader, Forklift and Excavator)	
3. Jun. 2025	- TADANO Crane (GR300E) - Drain the engine oil - Removed the engine	

Reported by

 Sign : 
 Name : Nyi Min Khant
 Position : Mechanic

Checked by

 Sign : 
 Name : Ye Min Kyaw
 Position : DH

(DH/AG/MGM)

Approved by

 Sign :
 Name :
 Position :

(C/CN)

OS-CHE-FRM-FRM-004-01

Date	Activities	Remark
	<p>oil filter ,fuel main filter ,fuel water separator.</p> <ul style="list-style-type: none"> • Replaced the engine oil filter, fuel main filter and fuel water separator. • Filled the engine oil. • Removed the air compressor belt and Replaced the air compressor belt. • Checked the cabin wir harness • Checked the rear axle oil and hub reduction gear oil. 	
04.Jun.2025	<p>÷ TADANO Crane (GR300E)</p> <ul style="list-style-type: none"> • Checked the axle oil ,winch gear oil and swing gear oil ,hydraulic oil and transmission oil. • Grease all point. • Test run the machine and checked the oil leakage • Checked the lighting. 	
05.Jun.2025	<p>÷ TADANO (GR300E)</p> <ul style="list-style-type: none"> • We checked the brake system. Brake fluid is low. Dismounted the brake booster. Disassembly the brake booster. found the brake 	

Date	Activites	Remark
	<p>fluid into the brake booster. Cleaning the brake booster assembly. Replaced the new seal. Assembly the brake booster. Filled the brake fluid. Mounting the brake booster. Test run the brake system. Check the oil leakage. It was ok. Job was finished.</p>	
06. Jun. 2025	<p>- TADANO (GR300E)</p> <ul style="list-style-type: none"> • Disamounded the Rear left wheel • Disassembly the rear left hub reduction components. Shaft seal not good. Replaced the new shaft seal. Assembly the hub reduction components. Filled the gear oil. <p>Test the 4 wheel function. Checked the oil leakage. It was ok.</p>	
07. Jun. 2025	<p>- Toyota forklift (</p> <ul style="list-style-type: none"> - Drain the engine oil, Removed the oil filter and fuel filter. Replaced the oil filter and fuel filter. Filled the engine 	

Date	Activities	Remark
08. Jun. 2025	<p>oil. Checked the coolant level, fan belt tension, hydraulic level and transmission oil level. Clean the air filter. Test the machine and checked the oil leakage.</p> <p>- Toyota Forklift</p> <ul style="list-style-type: none"> • Removed the front wheels (L&R), brake servo and parking cable. Replaced the new brake servo and parking cable. Test drive the machine. Adjust the brake and parking brake. It was ok ok. 	
09. Jun. 2025	<p>- Track Crane</p> <ul style="list-style-type: none"> • Engine maintenance • Performance test the crane with load. • Pressure test the all function 	
10. Jun. 2025.	<p>- Track Crane</p> <ul style="list-style-type: none"> • We checked the hydroaulic oil, coolant, air filter, axle oil and winch motor oil. 	

Date	Activites	Remark
	Grease the all point. Checked the oil leakage.	
11. Jun. 2025	<ul style="list-style-type: none"> - JCB Backhoe loader • Troubleshooting the lighting system , wiper system and air con system. . 	
12. Jun. 2025	<ul style="list-style-type: none"> - JCB Backhoe loader • Maintenance the hydraulic system. • Checked the axle oil , transmission oil and oil leakage. Grease the all point - 	
13. Jun. 2025	<ul style="list-style-type: none"> - CAT Backhoe loader • Maintenance the hydraulic oil , coolant and transmission oil. 	
14. Jun. 2025	<ul style="list-style-type: none"> - CAT Backhoe loader • Troubleshooting the lighting system , an wiper and washer system. 	

Date	Activities	Remark
15. Jun. 2025	<ul style="list-style-type: none"> - Track crane (ISUZU) • Test the crane function. Crane function slow. Checked the auto lever cable. Found the auto lever cable is jump. Remove the auto lever cable. Test the crane function are good. Pressure test the crane function. It is good. Disassembled the MCV (oil leakage). 	
16. Jun. 2025	<ul style="list-style-type: none"> - Track crane (ISUZU) • Disassembly the MCV. Cleaning the control valve assembly. Replaced the new seal. Assembly the MCV. 	
17. Jun. 2025	<ul style="list-style-type: none"> - Track Crane (ISUZU) • Mounting the MCV. and piping. Test run the crane function. Check the pressure test and oil leakage. It was ok. 	
18. Jun. 2025	<ul style="list-style-type: none"> - Track crane (ISUZU) • Removed the wire rope. Dismounted the boom top pulley 	

Date	Activities	Remark
	Mounted the boom top pulley. Replaced the new wire rope. It was ok.	
19. Jun. 2025	- Kobelco Mini Excavator . Maintenance the engine system . Maintenance the hydraulic system . Maintenance the final drive.	
20. Jun. 2025	- Kobelco Mini Excavator - Grease the call point . Checked the lighten system, battery charging. . Replaced the be Arm pipe seal. Test run the machine and checked the oil leakage.	
21. Jun. 2025	- CAT Backhoe loader - Disamouthing the swing cylinder. Disassembly the swing cylinder. piston lock nut so fit. Cleaning the cylinder housing, cylinder head, cylinder rod and piston.	

Level Date	Activites	Remark
22. Jun. 2025.	<p>- Re CAT Backhoe Loader</p> <ul style="list-style-type: none"> . Replaced the new seal. . Assembly the swing cylinder. - Mounting the swing cylinder. Test run the swing system. Checked the oil leakage. It was ok. 	
23. Jun. 2025	<ul style="list-style-type: none"> - Kick off meeting with PTEP Team. - House keeping the work-shop area. - Cleaning and checking tools box. 	
24. Jun. 2025	<ul style="list-style-type: none"> - Go ^{back} from Dawei to Yangon. 	



No.589-592,Bo Aung Kyaw Street,Yangon-Pathein High Way Road,Hlaing Thar Yar Township, Yangon, Myanmar.

Print Date : 03-Jul-2025

Taxi (Bus,Motorcycle,3-wheel etc...) Charges Form

No	Date	Holding Business	Department	Name	Rental Purpose	Departure Time	Start Location	End Location	Claim Amount	Allowed Amount	State	Remark
1	2025-06-27	Construction Equipment 3	Service	Aung Min Khan(1)	TGO and NPT Trip	08:00	Aung Min Galar Highway bus stop station	Toe Chac Hostel	25,000	25,000	GA Manager Approved	
2	2025-06-07	Construction Equipment 3	Service	Nyi Min Khan(2)	Myeik Trip	04:30	Hlaingtha Yar (Out Hlake)	Mingalarardon Air Port	20,000	20,000	GA Manager Approved	U Min Zaw (Taxi)
3	2025-06-02	Construction Equipment 3	Service	Hein Thiha Soe(1)	Myeik Trip	04:30	Kyimyindang(Home Lan)	Mingalarardon Air Port	23,500	23,500	GA Manager Approved	
4	2025-06-24	Construction Equipment 3	Service	Nyi Min Khan(2)	Myeik Trip	11:30	Mingalarardon Air Port	Hlaingtha Yar (Out Hlake)	20,000	20,000	GA Manager Approved	U Min Zaw (Taxi)
5	2025-06-24	Construction Equipment 3	Service	Hein Thiha Soe(1)	Myeik Trip	11:30	Mingalarardon Air Port	Kyimyindang(Home Lan)	23,500	23,500	GA Manager Approved	Loyut Taxi

Ma Kyaemhone Win MD

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Forwarded from Thet Phyo Aung
Trip အတွက် Approved လေးတောင်းချင်လိုပါခင်ဗျာ 🙏🙏🙏

၁) ဝန်ထမ်းအမည် - Hein Thiha Soe, Nyi Min Khant, Zaw Sai Lwin
ရာထူး- DH, Senior Mechanic
ဌာန - CE3+CNC BU and Zone5
၂) သွားရောက်မည့် ဝန်ထမ်းအရေအတွက် - (3) person

၃) ခရီးသွားမည့်နေရာ - Dawei, KanPauk မြို့ Customer- Andaman
Transportation Limited (PTTEP) Job Site

၄) ခရီးသွားမည့်အကြောင်းအရာ - GR300-EX-2 6Months PM for Heavy Vehicle.
၅) ခရီးစတင်သွားရောက်မည့်နေရက် (2.June.2025) နှင့် ပြန်ရောက်မည့်နေရက် (2
1.June.2025) ခန့်မှန်းပါခင်ဗျာ

(၆) Transportation - Air Tickets (Cost By Customer)
Customer - Andaman Transportation Limited PTTEP Co.,Ltd
Model and Serial no - GR300-EX-2 (6Units)

11:59 AM

Ma Kyaemhone Win MD

last seen recently



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ရေစုပ်စက်သိမ်းထားပုံ



၄) ခရီးသွားမည့်အကြောင်းအရာ - GR300-EX-2 6Months PM for Heavy Vehicle.
၅) ခရီးစတင်သွားရောက်မည့်နေရက် (2.June.2025) နှင့် ပြန်ရောက်မည့်နေရက် (2
1.June.2025) ခန့်မှန်းပါခင်ဗျာ

(၆) Transportation - Air Tickets (Cost By Customer)
Customer - Andaman Transportation Limited PTTEP Co.,Ltd
Model and Serial no - GR300-EX-2 (6Units)

Edit - ဝန်ထမ်းအရေအတွက် တစ်ယောက်တိုးထားပါတယ်ခင်ဗျာ။ 11:23 AM ✓

Win Zar ➔ Thet Phyo Aung
Trip အတွက် Approved လေးတော...

Please process 11:49 AM

ကျေးဇူးပါမေ့ရှင် 🙏❤️ 11:49 AM ✓

CE3+CNC BU & Aftersales Div:

35 members, 2 online

ခင်မင်္ဂလာပင် ဝမ်းသာပင် ဝမ်းသာပင် ဝမ်းသာပင် ဝမ်းသာပင် ဝမ်းသာပင်
around you. Happy Wednesday!

Thin Zar Khine
Analysis & Planning Dept
Aftersales Div



5:01 AM

Sayar U Aye Min Htoon Dear Sayar and Ko Aung Hein Win.

Trip အတွက် Approved ခေးတောင်ချင်လို့ပါဆရာခင်ဗျာ 🙏🙏🙏

၁) ဝန်ထမ်းအမည် - Hein Thiha Soe, Nyi Min Khant, Zaw Sai Lwin
ရာထူး- DH, Senior Mechanic, SH
ဌာန - CE3+CNC BU and Zone5
ပြသွားရောက်မည့်ဝန်ထမ်းအရေအတွက်- (3) person

၂) ခရီးသွားမည့်နေရာ - Dawei Kan Pauk မြို့ Customer- Andaman
Transportation Limited (PTTEP) job Site

၃) ခရီးသွားမည့်အကြောင်းအရာ - GR300-EX-2 ၆Months PM for Heavy
Vehicle.

၅) ခရီးစတင်သွားရောက်မည့်နေ့ရက် (2 June 2025) နှင့် ပြန်ရောက်မည့်နေ့ရက် (21 June 2025) ခန့်မှန်းပါစင်ဗျာ

(၆) Transportation - Air Tickets (Cost By Customer)
Customer - Andaman Transportation Limited PTTEP Co., Ltd
Model and Serial no - GR300-EX-2 (6 Units)

Edit - ဝန်ထမ်းအရေအတွက် တစ်ယောက်တိုးထားပါတယ်ခင်ဗျာ
Trip အတွက် Approve ခေးတောင်ချင်လို့ပါဆရာခင်ဗျာ 🙏🙏🙏

edited 10:57 AM

Write a message...

CE3+CNC BU & Aftersales Div:

35 members

May 26

Wut Yee Soe
အားလုံးပဲမင်္ဂလာပင်နက်ခင်းပါရှင် 🙏🙏

မင်္ဂလာပင်သောနေ့သစ်လေးကို စိတ်နှလုံး ပျော်ရွှင်စွာ ဖြတ်သန်းနိုင်ပြီး လုပ်ငန်းတာဝန်များ အောင်မြင်ကြပါစေ 🙏🙏

7:57 AM

Ko Hein Thiha Soe
Aung Hein Win
Just PM . will need MP 3 Pax ?
(1) 12M PM (CAT/ICB/MINI EXCAVATOR) activity and TC-2 CM activity (Tentative)
(2) 6M PM (TADANO/ TC-1/ FORKLIFT) activity-(Tentative)
PTTEP job plan ပါ အင်္ဂါ
Truck crane တစ်စီးကို hydraulic function slow problem အတွက် troubleshooting and repair ပါ လုပ်ပေးရမှာ မလို့ပါ

edited 9:41 AM

Thet Phyo Aung
Sayar U Aye Min Htoon Dear Sayar and Ko Aung Hein Win ...
Approve ခေးတောင်ချင်လို့ပါဆရာခင်ဗျာ 🙏🙏🙏🙏

10:44 AM

Sayar U Aye Min Htoon
Thet Phyo Aung
Sayar U Aye Min Htoon Dear Sayar and Ko ...
Please proceed to go to Dawei customer PTTEP.

11:01 AM

Write a message...

Car Plate No. :

Driver Phone No. :

ဖုန်း: ၀၉: ၆၇၅: ၉၀၀ ၁၁၇ ၂၅၆၆၆၆

Taxi fare : ၂၃၅၀၀ / Ks.

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Loyar TAXI

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