



# OVERTIME REQUEST FORM

BU/BR/Div Name : PG BU  
 Department : Rental Department  
 Reason for Overtime : Machine delivery inspection

No	Date	Name	Position level	Time		Hours	Amount	Remark
				From	To			
1	24.04.2025	Myo Myint Aung	Operator	5:00PM	9:00PM	4.0	4800	Matador 150 KVA, DE165D5 A1607037 Pre delivery inspection Customer - Ngwe Pin Lae Location - Hinthada
2	27.04.2025	Toe Wai Phy	Service Man	7:00AM	7:30 PM	11.5	13800	Matador 150 KVA DE165D5 A1607038 Customer - Bago Sports Gloves Co.Ltd Machine delivery inspection Location - Bago
3	27.04.2025	Kyae Min Khaing	Operator	7:00AM	7:30 PM	11.5	13800	
Total Hours						27.0	32400	
Total Amount								

Requested by

Approved by

Approved by

Checked by

Sign

Name

(Requestor)

Hsu Yee Htet

(DH)

Aung Ho Oo

(GM/AGM/COO)

Soe Htet Tin

Phyo Wai Nyein

(HR)

05-CHL-HRM-FRM-020-05