


OVERTIME REQUEST FORM

BU/BR/DIV Name : MAC (BU)
 Department Name : Security (HR. GA)
 Reason for Overtime : ၁၂၆၅၀၀: ၂၅၅၀ OT


No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	28.9.24	U Kyaw ² OO	Security	17:00	07:00	8 hrs	8000	၁၂၆၅၀၀: ၂၅၅၀
						Total Hours		
						Total Amount	8,000/-	

Requested by
 Sign : 
 Name : U Htun Hlay
 (Requestor)

Approved by

 (DH)

Approved by
 (GM/AGM/COO)

Checked by

 (HR)



Daily Wages Request Form

BU/BR/DIV Name : M.A.C (BU)
 Department Name : Security (HR-GA)
 Reason for Overtime : S.E.M: [Signature] OT

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	2.9.24	V Hieu Hai	Security	17:00	07:00	8 hrs	8000	S.E.M: [Signature] OT
2	5.9.24	"	"	07:00	17:00	"	8000	"
3	9.9.24	"	"	07:00	17:00	"	8000	"
4	10.9.24	"	"	07:00	17:00	"	8000	"
5	12.9.24	"	"	17:00	07:00	"	8000	"
6	15.9.24	"	"	07:00	17:00	"	8000	"
7	19.9.24	"	"	07:00	17:00	"	8000	"
8	20.9.24	"	"	07:00	17:00	"	8000	"
9	22.9.24	"	"	17:00	07:00	"	8000	"
						Total Hours	72,000	
						Total		

Requested by: Sign:
 Name: V Hieu Hai (Requestor)
 Approved by: Sign:
 Name: (DII)
 Approved by: Sign:
 Name: (GM/AGM/COO)
 Checked by: Sign:
 Name: (HR)



Daily Wages Request Form

BU/BR/DIV Name : MAECBU
 Department Name : Security (HR-GA)
 Reason for Overtime : S.E.M: [Signature] OT

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
10	23.9.24	V Hieu Hai	Security	07:00	17:00	8 hrs	8000	S.E.M: [Signature] OT
11	25.9.24	"	"	07:00	17:00	"	8000	"
12	27.9.24	"	"	17:00	07:00	"	8000	"
13	30.9.24	"	"	07:00	17:00	"	8000	"
						Total Hours	32,000	
						Total		

Requested by: Sign:
 Name: V Hieu Hai (Requestor)
 Approved by: Sign:
 Name: (DII)
 Approved by: Sign:
 Name: (GM/AGM/COO)
 Checked by: Sign:
 Name: (HR)



Daily Wages Request Form

BU/BR/DIV Name

M.A.C (BU)

Department Name

Security (HR. GA)

Reason for Overtime

30:00:00 OT, 30:00:00 OT

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	1.9.24	U Zaw Phy	Prn, Security	07:00	17:00	8 hrs	8000	30:00:00 OT
2	2.9.24	"	"	17:00	07:00	"	8000	"
3	3.9.24	"	"	17:00	07:00	"	8000	"
4	5.9.24	"	"	07:00	17:00	"	8000	"
5	6.9.24	"	"	07:00	17:00	"	8000	"
6	7.9.24	"	"	17:00	07:00	"	8000	"
7	9.9.24	"	"	17:00	07:00	"	8000	"
8	10.9.24	"	"	07:00	17:00	"	8000	"
							7	
Total Hours							64,000/-	
Total								

Requested by

Approved by

Approved by

Checked by

Sign:

Name:

U Hkun Hlaing

(Requestor)

(DII)

(GM/AGM/COO)

(HR)



Daily Wages Request Form

BU/BR/DIV Name

M.A.C (BU)

Department Name

Security (HR. GA)

Reason for Overtime

30:00:00 OT - 30:00:00 OT

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
10	11.9.24	U Zaw Phy	Prn, Security	07:00	17:00	8 hrs	8000	30:00:00 OT
11	13.9.24	"	"	17:00	07:00	"	8000	"
12	15.9.24	"	"	07:00	17:00	"	8000	"
13	16.9.24	"	"	07:00	17:00	"	8000	"
14	19.9.24	"	"	17:00	07:00	"	8000	"
15	18.9.24	"	"	17:00	07:00	"	8000	"
							7	
Total Hours							48,000/-	
Total								

Requested by

Approved by

Approved by

Checked by

Sign:

Name:

U Hkun Hlaing

(Requestor)

(DII)

(GM/AGM/COO)

(HR)