



## OVERTIME REQUEST FORM

BU/BR/DIV Name : Mandalay Resources

Department Name : Service

Reason for Overtime : Machine need for Swing Bearing Dismounting & cleaning

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	19.5.25	Aung Khin Thu	AI	5:30 PM	8:00 PM	2:30	3775	Machine need for
2.	"	Minkhant Ky	"	5:30 "	8:00 "	2:30	3775	swing bearing
3.	"	Kyaw Zin Htet	"	5:30 "	8:00 "	2:30	3775	dismounting &
4.	"	Chat Min Oo	"	5:30 "	8:00 "	2:30	3775	cleaning for
								ME 220 x 10 #
								SH02318
								C Repressor Machine
<b>Total Hours</b>						10 H	15,100	
<b>Total Amount</b>								

Requested by  
 Sign :   
 Name : Thandar Soe  
 (Requestor)

Approved by  
  
Sai Nani Ko  
 (DH)

Approved by  
Aung Thu Win  
 (GM/AGM/COO)

Checked by  
  
Moe Thazin  
 (HR)