



OVERTIME REQUEST FORM

BU/BR/Div Name :

PG BU

Department :

Rental Department

Reason for Overtime :

Machine Pre Delivery inspection and stock maintenance

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	16.2.2025	Toe Toe	1200	5:00 PM	7:00 PM	2.0	2400	Rental 500 KVA Stock maintenance
2	16.2.2025	Toe WaiPhyo	1200	8:00 AM	11:00 PM	13.5	16200	High tech 500 KVA PDI and test run inspection load wire connect Tharkata, U Tin Tun Oo 150 KVA site visit and load site check inspection cleaning Thone Gwa
3	16.2.2025	Pyae Phyo Kyaw	1200	8:00 AM	11:00 PM	13.5	16200	
4	15.2.2025	Toe WaiPhyo	1200	8:00 AM	3:30 PM	7.0	8400	U Tun Zaw Oo 150 KVA PDI East Dagon
5	15.2.2025	Aung Aung	1200	8:00 AM	3:30 PM	7.0	8400	
Total Hours Total Amount						43.0	51600	

Prepared By

Name: Hsu Yee Htet

Knownledged By

Name: Aung Ko Oo

Approved By
(GM/AGM/COO)

Name: Soe Htet Tin

Check By HR

Name: Phyo Wai Nyein
05-CHL-HRM-FRM-020-04

လမ်းဦးစီးဌာန

ပဲခူးမြစ်ကူးတံတား(သန်လျင်တံတားအမှတ်-၃)

Lane 4

16/02/2025 4:58 PM

Voucher :1226160028480225

Plate No. :4I-8065

Trip :Thanlyin - Yangon

Class :Class 1

Amount :500 MMK



Thank You. See you again.

လမ်းဦးစီးဌာန

ပဲခူးမြစ်ကူးတံတား(သန်လျင်တံတားအမှတ်-၃)

Lane 9

16/02/2025 10:50 AM

Voucher :1130160015030225

Plate No. :4I-8065

Trip :Yangon - Thanlyin

Class :Class 1

Amount :500 MMK



Thank You. See you again.