



OVERTIME REQUEST FORM

BU/BR/Div Name : Renewable Energy
 Department : Service
 Reason for Overtime :OT down due for Battery erroer inspection Customer Ko Joseph job site

| No | Date | Name | Rank | Time | | Hours | Amount | Remark |
|---------------------|----------|------------------|------|--------|--------|-----------|---------------|--------|
| | | | | From | To | | | |
| 1 | 1-Jun-25 | Myo Thandar Kyaw | | 8:00AM | 4:30PM | 8 | 12080 | |
| 2 | 1-Jun-25 | Wai Phyo | | 8:00AM | 4:30PM | 8 | 12080 | |
| Total Hours | | | | | | 16 | 24,160 | |
| Total Amount | | | | | | | | |

Prepared By

Name: Moe Moe Aye Aung

Knownledged By

Name: Aung Ko Ko Oo

Approved By

Name: Phyo Thu

Check By HR

Name: Nyein Ei Ei Khaing
05-CHL-HRM-FRM-020-04



OVERTIME REQUEST FORM

BU/BR/Div Name : Renewable Energy
 Department : Service
 Reason for Overtime :OT down due for Installation job site Customer Ko Zin Min Thant

| No | Date | Name | Rank | Time | | Hours | Amount | Remark |
|---------------------|-----------|---------------------|------|--------|--------|-----------|--------------|--------|
| | | | | From | To | | | |
| 1 | 26-Jun-25 | Zwel Pyae Sone Aung | | 5:00PM | 9:00PM | 4 | 6040 | |
| 2 | 26-Jun-25 | Aung Phyo Thu | | 5:00PM | 9:00PM | 4 | 6040 | |
| 3 | 26-Jun-25 | Win Kyaw | | 5:00PM | 9:00PM | 4 | 6040 | |
| Total Hours | | | | | | 12 | 18120 | |
| Total Amount | | | | | | | | |

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