

HR SFGA



CASH CLAIM FORM

Date : 28.4.2025

BU/BR/Division : YANOR

Department : Service

Issue Amount : 17,340,000 Kyats / USD

Budget include (or) Not :

Yes Budgeted Title and Amount :

No Reasons for :

Required For:

Pay for employee overtime Mar '25 charges for Service Department

မှတ်ချက်။

(၁) အဆင့်ဆင့်သက်ဆိုင်ရာတာဝန်ရှိသူကြီးမင်းများအားလုံး သေချာစွာစုံစမ်း၊စစ်ဆေး၊တွက်ချက်ပြီးထားသော ငွေပမာဏဖြစ်ရပါမည်။

(The amount requested must be properly calculated, checked and verified by respective authorized person)

(၂) ထုတ်ယူငွေနှင့် ပတ်သက်၍ အမှားအယွင်း၊ လိမ်လည်မှု နှင့် အလွဲသုံးစားမှု တစ်စုံတစ်ရာ ရှိခဲ့ပါက၊ သက်ဆိုင်ရာ၊ တာဝန်ရှိစစ်ဆေးအတည်ပြုသူက အပြည့် အဝ ပြန်လည်ရရှိအောင် တာဝန်ယူ ဆောင်ရွက်ပေးရမည်

(If there is errors, frauds or misappropriation, the authorized person must take full responsibility to recover the loss)

Request By

Checked By

Checked By

Approved By

Approved By

[Signature]

[Signature]

[Signature]
28-4-25

[Signature]

Requester

Mgr/DH

Finance & Account

GM/AGM/COO

CMC/CEO/Chairwoman

Phyu Phyu

Thon Htet

Ei Phyu Ang

Myunt Wai Sae

04-CFD-CAS-FRM-005-03



OVERTIME REQUEST FORM

BU/BR/Div Name : YGN Branch

Department : Service

Reason for Overtime : JR:YGN/JR/25/03/0051, Cus: KES International School, JS: Bahan, MW88PS#2204122641F, Pro: Engine Overheating

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	2-Mar-25	Than Htet	3C	8:00	13:00	4.5	5400	
2	2-Mar-25	Win Kyaw	3A	8:00	13:00	4.5	5400	
Total Hours						9	10800	
Total Amount								

Prepared By

Knownledged By

Approved By
(GM/AGM/COO)

Check By HR

.....
Name: *Pyu Phway*

.....
Name: *Than Htet*

.....
Name: *Nyunt Wai Sae*

.....
Name: *Win Kyaw*

05-CHL-HRM-FRM-020-04



OVERTIME REQUEST FORM

BU/BR/Div Name : YGN Branch

Department : Service

Reason for Overtime : JR:YGN/JR/25/03/0053, Cus: Daw Moe Moe, JS: South Dagon, VP670#2308081, Pro: Initial Service

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	4-Mar-25	Than Htet	5A	17:00	18:30	1.5	1800	
2	4-Mar-25	Kaung Khant Si Thu	2C	17:00	18:30	1.5	1800	
Total Hours						3	3600	
Total Amount								

Prepared By

Knownledged By

Approved By
(GM/AGM/COO)

Check By HR

.....
Name: *Pyu Phway*

.....
Name: *Than Htet*

.....
Name: *Nyunt Wai Sae*

.....
Name: *Win Kyaw*

05-CHL-HRM-FRM-020-04



OVERTIME REQUEST FORM

BU/BR/Div Name : YGN Branch
 Department : Service
 Reason for Overtime : JR:YGN/JR/25/03/0054, Cus: U Zaw Lin Aung, JS: South Dagon, EC210BLC#83206, Pro: Center Joint Resealing

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	5-Mar-25	Than Htet	5A	17:00	18:30	1.5	1800	
2	5-Mar-25	Kaung Khant Si Thu	2C	17:00	18:30	1.5	1800	
3	5-Mar-25	Aung Kyaw Phyto	2A	17:00	18:30	1.5	1800	
Total Hours						4.5	5400	
Total Amount								

Prepared By: [Signature] Name: Phyu Phyu
 Knowledge By: [Signature] Name: Than Htet
 Approved By (GM/AGM/COO): [Signature] Name: Nyunt Win Soe
 Check By HR: [Signature] Name: _____

05-CHL-HRM-FRM-020-04



OVERTIME REQUEST FORM

BU/BR/Div Name : YGN Branch
 Department : Service
 Reason for Overtime : JR:YGN/JR/25/03/0054, Cus: U Zaw Lin Aung, JS: South Dagon, EC210DL#83206, Pro: Center Joint Resealing.

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	6-Mar-25	Than Htet	3C	17:00	20:00	3	3600	
2	6-Mar-25	Win Kyaw	3A	17:00	20:00	3	3600	
2	6-Mar-25	Kaung Khant Si Thu	2C	17:00	20:00	3	3600	
2	6-Mar-25	Aung Kyaw Phyto	2A	17:00	20:00	3	3600	
Total Hours						12	14400	
Total Amount								

Prepared By: [Signature] Name: Phyu Phyu
 Knowledge By: [Signature] Name: Than Htet
 Approved By (GM/AGM/COO): [Signature] Name: Nyunt Win Soe
 Check By HR: [Signature] Name: _____

05-CHL-HRM-FRM-020-04



OVERTIME REQUEST FORM

BU/BR/Div Name : YGN Branch

Department : Service

Reason for Overtime : JR:YGN/JR/25/03/0060, Cus: U Zaw Lin Aung, JS: South Dagon, EC210DL#83206, Pro:Engine Wirharness Checking.

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	9-Mar-25	Than Htet	3C	8:00	17:00	8	9600	
2	9-Mar-25	Kaung Khant Si Thu	2C	8:00	17:00	8	9600	
Total Hours						16	19200	
Total Amount								

Prepared By
[Signature]
Name: *Myu F Rwey*

Knownledged By
[Signature]
Name: *Than Htet*

Approved By
(GM/AGM/COO)
[Signature]
Name: *Nyunt War Soe*

Check By HR
[Signature]
Name:

05-CHL-HRM-FRM-020-04



OVERTIME REQUEST FORM

BU/BR/Div Name : YGN Branch

Department : Service

Reason for Overtime : JR:YGN/JR/25/03/0060, Cus: U Zaw Lin Aung, JS: South Dagon, EC210DL#83206, Pro:Engine Wirharness Checking.

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	11-Mar-25	Than Htet	3C	17:00	19:30	2.5	3000	
2	11-Mar-25	Kaung Khant Si Thu	2C	17:00	19:30	2.5	3000	
Total Hours						5	6000	
Total Amount								

Prepared By
[Signature]
Name: *Myu F Rwey*

Knownledged By
[Signature]
Name: *Than Htet*

Approved By
(GM/AGM/COO)
[Signature]
Name: *Nyunt War Soe*

Check By HR
[Signature]
Name:

05-CHL-HRM-FRM-020-04



OVERTIME REQUEST FORM

BU/BR/Div Name : YGN Branch

Department : Service

Reason for Overtime : JR:YGN/JR/25/03/0062, Cus: Htoo San Linn Latt, JS: Hlaing Thar Yar, VP550#2308069, Pro: Load Test Run.

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	12-Mar-25	Kaung Khant Si Thu	2C	9:00	14:30	5	6000	
2	12-Mar-25	Aung Kyaw Physo	2A	9:00	14:30	5	6000	
Total Hours						10	12000	
Total Amount								

Prepared By
[Signature]
Name: *Phyo Phyo*

Knowledgeled By
[Signature]
Name: *Thon Htet*

Approved By
(GM/AGM/COO)
[Signature]
Name: *Nyunt Win Sae*

Check By HR
[Signature]
Name: *[Signature]*

05-CHL-HRM-FRM-020-04



OVERTIME REQUEST FORM

BU/BR/Div Name : YGN Branch

Department : Service

Reason for Overtime : JR:YGN/JR/25/03/0063, Cus: U Zaw Lin Aung, JS: South Dagon, EC210DL#83206, Pro: Fuel Line Checking.

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	13-Mar-25	Thon Htet	3C	8:00	17:00	8	9600	
2	13-Mar-25	Kaung Khant Si Thu	2C	8:00	17:00	8	9600	
Total Hours						16	19200	
Total Amount								

Prepared By
[Signature]
Name: *Phyo Phyo*

Knowledgeled By
[Signature]
Name: *Thon Htet*

Approved By
(GM/AGM/COO)
[Signature]
Name: *Nyunt Win Sae*

Check By HR
[Signature]
Name: *[Signature]*

05-CHL-HRM-FRM-020-04



OVERTIME REQUEST FORM

BU/BR/Div Name : YGN Branch
 Department : Service
 Reason for Overtime : JR:YGN/JR/25/03/0067, Cus: Win Amara Co.,Ltd, JS: Shwe Pyi Thar, ZX210-5#303966, Pro: Machine inspection.

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	20-Mar-25	Than Htet	3C	17:00	23:30	6	7200	
2	20-Mar-25	Kaung Khant Si Thu	2C	17:00	23:30	6	7200	
Total Hours						12	14400	
Total Amount								

Prepared By: *[Signature]* Name: *[Name]*
 Knowledge By: *[Signature]* Name: *[Name]*
 Approved By (GM/AGM/COO): *[Signature]* Name: *[Name]*
 Check By HR: *[Signature]* Name: *[Name]*
 05-CHL-HRM-FRM-020-04



OVERTIME REQUEST FORM

BU/BR/Div Name : YGN Branch
 Department : Service
 Reason for Overtime : JR:YGN/JR/25/03/0074, Cus: U Zaw Zaw Chan Htoo, JS: Htantapin, MH88T#378, Pro: Machine Inspection.

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	24-Mar-25	Than Htet	3C	17:00	18:30	1.5	1800	
2	24-Mar-25	Win Kyaw	3A	17:00	18:30	1.5	1800	
Total Hours						3	3600	
Total Amount								

Prepared By: *[Signature]* Name: *[Name]*
 Knowledge By: *[Signature]* Name: *[Name]*
 Approved By (GM/AGM/COO): *[Signature]* Name: *[Name]*
 Check By HR: *[Signature]* Name: *[Name]*
 05-CHL-HRM-FRM-020-04



OVERTIME REQUEST FORM

BU/BR/Div Name : YGN Branch
 Department : Service
 Reason for Overtime : JR:YGN/JR/25/03/0076, Cus:IME Holding, JS: East Dagon(Ywar Thar Gyi), ZX130-5#90219, Pro: Oil Leakage Inspection.

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	26-Mar-25	Win Kyaw	3A	17:00	21:00	4	4800	
2	26-Mar-25	Aung Kyaw Phyto	2A	17:00	21:00	4	4800	
Total Hours						8	9600	
Total Amount								

Prepared By: [Signature] Name: Phyu Phyu Phyu
 Knowledge By: [Signature] Name: Than Htet
 Approved By (GM/AGM/COO): [Signature] Name: Nyunt Wai Soe
 Check By HR: [Signature] Name: [Signature]

05-CHL-HRM-FRM-020-04



OVERTIME REQUEST FORM

BU/BR/Div Name : YGN Branch
 Department : Service
 Reason for Overtime : JR:YGN/JR/25/03/0077, Cus: U Zaw Lin Aung, JS: South Dagon, EC210DL#83206, Pro: Boom Cylinder Resealing.

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	28-Mar-25	Than Htet	3C	17:00	20:30	3.5	4200	
2	28-Mar-25	Win Kyaw	3A	17:00	20:30	3.5	4200	
Total Hours						7	8400	
Total Amount								

Prepared By: [Signature] Name: Phyu Phyu Phyu
 Knowledge By: [Signature] Name: Than Htet
 Approved By (GM/AGM/COO): [Signature] Name: Nyunt Wai Soe
 Check By HR: [Signature] Name: [Signature]

05-CHL-HRM-FRM-020-04



OVERTIME REQUEST FORM

BU/BR/Div Name : YGN Branch
Department : Service
Reason for Overtime : JR:YGN/JR/25/03/0084, Cus: U San Win, JS: Htantapin, MT354E#S18817XG, Pro: Oil Leakage Inspection.

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	29-Mar-25	Win Kyaw	3A	17:00	18:30	1.5	1800	
2	29-Mar-25	Kaung Khant Si Thu	2C	17:00	18:30	1.5	1800	
Total Hours						3	3600	
Total Amount								

Prepared By: [Signature] Name: Pyi Phway
Knownledged By: [Signature] Name: Than Htet
Approved By (GM/AGM/COO): [Signature] Name: Nyunt Wai Soe
Check By HR: [Signature] Name: [Signature]
05-CHL-HRM-FRM-020-04



OVERTIME REQUEST FORM

Department : Service
Reason for Overtime : JR:YGN/JR/25/03/0086, Cus: U Zaw Lin Aung, JS: South Dagon, EC210DL#83206, Pro: Arm Cylinder Resealing.

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	30-Mar-25	Than Htet	3C	8:00	19:00	10	12000	
2	30-Mar-25	Win Kyaw	3A	8:00	19:00	10	12000	
3	30-Mar-25	Kaung Khant Si Thu	2C	8:00	19:00	10	12000	
Total Hours						30	36000	
Total Amount								

Prepared By: [Signature] Name: Pyi Phway
Knownledged By: [Signature] Name: Than Htet
Approved By (GM/AGM/COO): [Signature] Name: Nyunt Wai Soe
Check By HR: [Signature] Name: [Signature]
05-CHL-HRM-FRM-020-04



OVERTIME REQUEST FORM

BU/BR/Div Name : YGN Branch
Department : Service

Reason for Overtime : JR:YGN/JR/25/03/0087, Cus: U Zaw Lin Aung, JS: South Dagon, EC210DL#83206, Pro: Bucket Cylinder Resealing.

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	31-Mar-25	Than Htet	3C	17:00	19:00	2	2400	
2	31-Mar-25	Win Kyaw	3A	17:00	19:00	2	2400	
3	31-Mar-25	Kaung Khant Si Thu	2C	17:00	19:00	2	2400	
Total Hours						6	7200	
Total Amount								

Prepared By
[Signature]
Name: *Phu F Phucy*

Knownledged By
[Signature]
Name: *Than Htet*

Approved By
(GM/AGM/COO)
[Signature]
Name: *Nyunt Wai Sre*

Check By HR
[Signature]
Name:

05-CHL-HRM-FRM-020-04