



No. 592, Bo Aung Kyaw street, Yangon~Patheingyi Highway Road, Hlaing Thar Yar Tsp, Yangon.

Tel: (95-1) 645 178~182, 685 199 Fax : (95-1) 645 211

PAYMENT VOUCHER

Payment Voucher No. : 89986

Date : 13-6-2024

Applicant	Adm. Manager	GM

Purpose	<u>Overtime Charges</u>	Remarks <u>Cash Claim For OT Charges - May'2024.</u>
Pay to	<u>Phuay Yu Mori</u>	
Amount	<u>298,600 / -</u>	
Mode of Payment	<u>Cash</u>	
For Account Use		

Received the sum of being payment of the above 298,600 / -

၃/၀၀၀၇၄.၆၆၆) ၂၇၂၂၂၃.

Date : 13.6.24

Name/NRC No. : Klint War War Hwe-

Signature : [Signature]



CASH CLAIM FORM

Date : 10.6.2024

BU/BR/Division : Renewable Energy

Department : Service

Issue Amount : 298,600 Kyats/.....USD

Budget include (or) Not :

Yes Budgeted Title and Amount : Overtime charges.
No

Required For:

Cash claim for OT charges, May ' 2024.

မှတ်ချက်။

(၁) အဆင့်ဆင့်သက်ဆိုင်ရာတာဝန်ရှိသူကြီးမင်းများအားလုံး သေချာစွာစစ်ဆေးစစ်ဆေးတွက်ချက်ပြီးထားသော 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
Phway Yu Mon
Phway Yu Mon
Requester

Checked By
Aung Ko Ko Oo
Aung Ko Ko Oo
Mgr/DH

Checked By
Nway Nway
Nway Nway
Finance & Account

Approved By
Phyo Thu
Phyo Thu
GM/AGM/COO

Approved By
Amintou
Amintou
CMC/CEO/Chairwoman

Nyein Ei Ei Khing
Nyein Ei Ei Khing
4/16/24

May Myint Thu
May Myint Thu





OVERTIME REQUEST FORM

BU/BR/Div Name : Renewable Energy
 Department : Service
 Reason for Overtime : Solar Panel Package ပြုလုပ်ရန် OT ဆင်းပါသည်။

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	2.5.2024	Win Yan Paing		5:00PM	8:30 PM	3.5	4200	
2	2.5.2024	Shwe Sin Htike		5:00PM	8:30 PM	3.5	4200	
3	2.5.2024	Kyaut Kyaut Khaing		5:00PM	8:30 PM	3.5	4200	
4	2.5.2024	Myo Thandar Kyaw		5:00PM	8:30 PM	3.5	4200	
5	2.5.2024	Ei Ei Theint		5:00PM	8:30 PM	3.5	4200	
						Total Hours	17.5	
						Total Amount		21,000

Prepared By

Knowledge By

Approved By
(GM/AGM/COO)

Check By HR

Name: Phway Yu Mon

Name: Aung Ko Ko Oo

Name: Phyo Thu

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 : Solar Panel Package ပြုလုပ်ရန် OT ဆင်းပါသည်။

Handwritten: 1000 - 1hr

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	2.5.2024	Tin Naing Lin		5:00PM	8:30 PM	3.5	3500	
						Total Hours	3.5	
						Total Amount		3,500

Prepared By

Knowledge By

Approved By

Check By HR

Name: Phway Yu Mon

Name: Aung Ko Ko Oo

Name: Phyo Thu

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 : Beexpress ရုံးတွင် installation မပြီးသေးပါသဖြင့် OT ဆင်းပါသည်။

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	3.5.2024	Win Yan Paing		5:00PM	9:00PM	4	4800	
2	3.5.2024	Cho Zin Thet		5:00PM	9:00PM	4	4800	
3	3.5.2024	Myo Thandar Kyaw		5:00PM	9:00PM	4	4800	
Total Hours						12	14,400	
Total Amount								

Prepared By
 Name: Phway Yu Mon

Knowledge By
 Name: Aung Ko Ko Oo

Approved By
 (GM/AGM/COO)
 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 : မြေကုန်း U Sai Shwe Toe site တွင် Power Backup System Installation မပြီးသေးပါသဖြင့် OT ဆင်းပါသည်။

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	4.5.2024	Kyaw Naing Soe		5:00PM	9:00PM	4	4800	
2	4.5.2024	Zwel Pyae Sone Aung		5:00PM	9:00PM	4	4800	
3	4.5.2024	Myo Thandar Kyaw		5:00PM	9:00PM	4	4800	
4	4.5.2024	Win Yan Paing		5:00PM	9:00PM	4	4800	
Total Hours						16	19,200	
Total Amount								

Prepared By
 Name: Phway Yu Mon

Knowledge By
 Name: Aung Ko Ko Oo

Approved By
 Name: Phyo Thu

Check By HR
 Name: Nyein Ei Ei Khaing
 05-CHL-HRM-FRM-020-



OVERTIME REQUEST FORM

BU/BR/Div Name : Renewable Energy
 Department : Service
 Reason for Overtime : Pouk Taw Wa (U Khin Maung Ohm) site Battery and Inveter Installation
 မပြီးသေးပါသဖြင့် OT ဆင်းပါသည်။

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	4.5.2024	Thet Khaing Htwe		5:00PM	7:30PM	2.5	3000	
2	4.5.2024	Win Kyaw		5:00PM	7:30PM	2.5	3000	
3	4.5.2024	Maung Maung		5:00PM	7:30PM	2.5	3000	
4	4.5.2024	Kyawt Kyawt Khaing		5:00PM	7:30PM	2.5	3000	
Total Hours						10	12,000	
Total Amount								

Prepared By: Phway Yu Mc (Signature)
 Knowledge By: Aung Ko Ko Oo (Signature)
 Approved By: Phyo Thu (Signature) (GM/AGM/COO)
 Check By HR: Nyein Ei Ei Khaing (Signature) 11/6/24

05-CHL-HRM-FRM-020-04



OVERTIME REQUEST FORM

BU/BR/Div Name : Renewable Energy
 Department : Service
 Reason for Overtime : U Kyaw Soe Moe (Hlaing) site , Ko Hein Thant (South Oakala) site Battery and inverter installation
 မပြီးသေးပါသဖြင့် OTဆင်းပါသည်။

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	5.5.2024	Thet Khaing Htwe		8:00AM	8:30PM	11	13200	
2	5.5.2024	Kyaw Naing Soe		8:00AM	8:30PM	11	13200	
3	5.5.2024	Win Kyaw		8:00AM	8:30PM	11	13200	
4	5.5.2024	Maung Maung		8:00AM	8:30PM	11	13200	
5	5.5.2024	Win Yan Paing		8:00AM	8:30PM	11	13200	
6	5.5.2024	Myo Thandar Kyaw		8:00AM	8:30PM	11	13200	
7	5.5.2024	Kyawt Kyawt Khaing		8:00AM	8:30PM	11	13200	
Total Hours						77	92,400	
Total Amount								

Prepared By: Phway Yu Mc (Signature)
 Knowledge By: Aung Ko Ko Oo (Signature)
 Approved By: Phyo Thu (Signature)
 Check By HR: Nyein Ei Ei Khaing (Signature) 11/6/24

05-CHL-HRM-FRM-020-04



OVERTIME REQUEST FORM

BU/BR/Div Name : Renewable Energy

Department : Servic

Reason for Overtime : Customer Ko Zaw Win Htay အိမ်တွင် solar system installation ပြုလုပ်တာနောက်ကျပါသဖြင့် OT ဆင်းပါသည်။

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	9.5.2024	Thet Khaing Htwe		5:00PM	9:30PM	4	4800	
2	9.5.2024	Kyaw Naing Soe		5:00PM	9:30PM	4	4800	
3	9.5.2024	Win Yan Paing		5:00PM	9:30PM	4	4800	
4	9.5.2024	Win Kyaw		5:00PM	9:30PM	4	4800	
Total Hours						16	19,200	
Total Amount								

Prepared By
Name: Phway Yu Mc

Knownledged By
Name: Aung Ko Ko Oo

Approved By
Name: Phyo Thu

Check By HR
Name: Nyein Ei Ei Khaing
11/6/24

05-CHL-HRM-FRM-020-04



OVERTIME REQUEST FORM

BU/BR/Div Name : Renewable Energy

Department : Servic

Reason for Overtime : Inverter inspection ပြုလုပ်ရန် ICT တွင် OT ဆင်းပါသည်။

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	9.5.2024	Aung Than Kyaw		5:00PM	7:30PM	2.5	3000	
Total Hours						2.5	3,000	
Total Amount								

Prepared By
Name: Phway Yu Mc

Knownledged By
Name: Aung Ko Ko Oo

Approved By
Name: Phyo Thu

Check By HR
Name: Nyein Ei Ei Khaing
11/6/24

05-CHL-HRM-FRM-020-04



OVERTIME REQUEST FORM

BU/BR/Div Name : Renewable Energy
 Department : Service
 Reason for Overtime : Customer Ko Zaw Win Htay side တွင် OT ဆင်းပါသည်

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	10.5.2024	Thet Khaing Htwe		5:00PM	9:30PM	4	4800	
2	10.5.2024	Win Kyaw		5:00PM	9:30PM	4	4800	
3	10.5.2024	Win Yan Paing		5:00PM	9:30PM	4	4800	
Total Hours						12	14,400	
Total Amount								

Prepared By: Phway Yu Mo Knowledge By: Aung Ko Ko Oo Approved By: Phyo Thu Check By HR: Nyein Ei Ei Khail
 Name: Phway Yu Mo Name: Aung Ko Ko Oo Name: Phyo Thu Name: Nyein Ei Ei Khail
 05-CHL-HRM-FRM-020-04



OVERTIME REQUEST FORM

BU/BR/Div Name : Renewable Energy
 Department : Service
 Reason for Overtime : Customer Ko Paing Phyoo and Ko Zaw Win Htay solar system inspection and Test run ပြုလုပ်ရန် OT

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	11.5.2024	Aung Than Kyaw		8:00AM	4:00PM	7	8400	
2	11.5.2024	Win Yan Paing		8:00AM	4:00PM	7	8400	
Total Hours						14	16,800	
Total Amount								

Prepared By: Phway Yu Mo Knowledge By: Aung Ko Ko Oo Approved By: Phyo Thu Check By HR: Nyein Ei Ei Khail
 Name: Phway Yu Mo Name: Aung Ko Ko Oo Name: Phyo Thu Name: Nyein Ei Ei Khail
 05-CHL-HRM-FRM-020-04



OVERTIME REQUEST FORM

BU/BR/Div Name : Renewable Energy
 Department : Ser
 Reason for Overtime : လမ်းမတော် KoTunTunLin jobsiteသို့ Battery Troubleshooting
 ပြုလုပ်ရန်အတွက် OTဆင်းပါသည်။

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	13.5.2024	Zwel Pyae Sone Aung		5:00PM	9:00PM	4	4800	
2	13.5.2024	Win Yan Paing		5:00PM	9:00PM	4	4800	
						Total Hour	8	
						Total Amou		9,600

Prepared By : *[Signature]*
 Name: Phway Yu Mo
 Knowledge By : *[Signature]*
 Name: Aung Ko Ko Oo
 Approved By : *[Signature]*
 Name: Phyo Thu
 Check By HR : *[Signature]*
 Name: Nyein Ei Ei Khai
 05-CHL-HRM-FRM-020-04



OVERTIME REQUEST FORM

BU/BR/Div Name : Renewable Energy
 Department : Ser
 Reason for Overtime : FMI customer Ko Han Lin Aung siteတွင် installation service job
 မပြီးသေးပါသဖြင့် OT ဆင်းပါသည်။

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	13.5.2024	Thet Khaing Htwe		5:00PM	8:00PM	3	3600	
2	13.5.2024	Maung Maung		5:00PM	8:00PM	3	3600	
3	13.5.2024	Hnin Nandar		5:00PM	8:00PM	3	3600	
						Total Hour	9	
						Total Amou		10,800

Prepared By : *[Signature]*
 Name: Phway Yu Mo
 Knowledge By : *[Signature]*
 Name: Aung Ko Ko Oo
 Approved By : *[Signature]*
 Name: Phyo Thu
 Check By HR : *[Signature]*
 Name: Nyein Ei Ei Khai
 05-CHL-HRM-FRM-020-04



OVERTIME REQUEST FORM

BU/BR/Div Name : Renewable Energy

Department : Service

Reason for Overtime : U Khin Maung Latt inspection ပြုလုပ်ရန် OT ဆင်းပါသည်။

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
	16.5.2024	Aung Than Kyaw		5:00PM	8:30PM	3.5	4200	
Total Hours						3.5	4,200	
Total Amount								

Prepared By
Name: Phway Yu Mor

Knownledged By
Name: Aung Ko Ko Oo

Approved By
Name: Phyo Thu

Check By HR
Name: Nyein Ei Ei Khair

05-CHL-HRM-FRM-020-04



OVERTIME REQUEST FORM

BU/BR/Div Name : Renewable Energy

Department : Service

Reason for Overtime : FMI customer Ko Han Lin Aung siteတွင် installation service job မပြီးသေးပါသဖြင့် OT ဆင်းပါသည်။

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
	23.5.2024	Nay Win Myint		5:00PM	8:30PM	3.5	4200	
	23.5.2024	Maung Maung		5:00PM	8:30PM	3.5	4200	
Total Hours						7	8,400	
Total Amount								

Prepared By
Name: Phway Yu Mor

Knownledged By
Name: Aung Ko Ko Oo

Approved By
Name: Phyo Thu

Check By HR
Name: Nyein Ei Ei Khair

05-CHL-HRM-FRM-020-04



OVERTIME REQUEST FORM

BU/BR/Div Name : Renewable Energy

Department : Service

Reason for Overtime : Customer U Tin Sein site မျိုးဝေးပါသည့် OT ဆင်းပါသည်။

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	29.5.2024	Thet Khaing Htwe		5:00PM	8:30PM	3.5	4200	
2	29.5.2024	Kyaw Naing Soe		5:00PM	8:30PM	3.5	4200	
3	29.5.2024	Aung Than Kyaw		5:00PM	8:30PM	3.5	4200	
4	29.5.2024	Nyein Ko Ko Win		5:00PM	8:30PM	3.5	3500	Helper 1hr. 100
Total Hours						14	16,100	
Total Amount								

Prepared By
Phway Yu Mo
Name: Phway Yu Mo

Knownledged By
Aung Ko Ko Oo
Name: Aung Ko Ko Oo

Approved By
Phyo Thu
Name: Phyo Thu

Check By HR
Nyein Ei Ei Khaing
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 : Beexpress ရုံးကြွင်း installation မျိုးဝေးပါသည့် OT ဆင်းပါသည်။

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	29.5.2024	Cho Zin Thet		5:00PM	9:00PM	4	4800	
2	29.5.2024	Wai Phyo		5:00PM	9:00PM	4	4800	
Total Hours						8	9,600	
Total Amount								

Prepared By
Phway Yu Mo
Name: Phway Yu Mo

Knownledged By
Aung Ko Ko Oo
Name: Aung Ko Ko Oo

Approved By
Phyo Thu
Name: Phyo Thu

Check By HR
Nyein Ei Ei Khaing
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 : Customer Ko Hlaing Min Tun site ကြွန့် Load စမှုံးဝေနတာမျှပြီးဝေးပါသျှဖင့်

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	29.5.2024	Nay Win Myint ✓		5:00PM	9:30PM	4 ✓	4800	✓
2	29.5.2024	Maung Maung ✓		5:00PM	9:30PM	4	4800	✓
3	29.5.2024	Win Kyaw ✓		5:00PM	9:30PM	4	4800	✓
4	29.5.2024	Aung Phyo Thu ✓		5:00PM	9:30PM	4	4800	✓
5	29.5.2024	Ywet Nu Wai		5:00PM	9:30PM	4	4800	✓
						Total Hours	20 ✓	✓
						Total Amount	24,000	

Prepared By
.....
Name: Phway Yu Mor

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