



OVERTIME REQUEST FORM

BU/BR/Div Name : PG BU
 Department : Rental Department
 Reason for Overtime : Regular service, Return inspection and PDI inspection

No	Date	Name	Position level	Time		Hours	Amount	Remark
				From	To			
1	19.06.2025	Pyae Phyo Kyaw	Service Man	6:00 AM	8:00 AM	2.0	3020 ✓	Customer - CP Japfa Pre Delivery inspection load test run checking Model - DE220D5 Sr - A1607033 Matador
4		Kaung Khaat Kyaw	Daily Worker			2.0	2000 ✓	
				Total Hours		4	5020	
				Total Amount				

Requested by
 Sign :
 Name : Ei Mon Zaw
 (Requestor)

Approved by
 Sign :
 Name : Aung Ko Oo
 (PDI)

Approved by
 Sign :
 Name : Soe Htet Tin
 (GM/AGM/COO)

Checked by
 Sign :
 Name : Phyo Wal Nyein
 (HR)

05-CHL-HRM-FRM-020-05