



OVERTIME REQUEST FORM

BU/BR/Div Name
Department

: Renewable Energy
: Service

Reason for Overtime

: OT down due to installation at Ko Chit Ko (North Oakala).

| No | Date | Name | Rank | Time | | Hours | Amount | Remark |
|---------------------|----------|-----------------|------|--------|--------|-------|--------|--------|
| | | | | From | To | | | |
| 1 | 1-Oct-24 | Chit Ko Ko Min | | 5:00PM | 9:00PM | 4 | 4800 | |
| 2 | 1-Oct-24 | Win Kyaw | | 5:00PM | 9:00PM | 4 | 4800 | |
| 3 | 1-Oct-24 | Kyaw Swar Myint | | 5:00PM | 9:00PM | 4 | 4800 | |
| 4 | 1-Oct-24 | Nyein Ko Ko Win | | 5:00PM | 9:00PM | 4 | 4000 | |
| Total Hours | | | | | | 16 | 18,400 | |
| Total Amount | | | | | | | | |

Prepared By

Knownledged 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
Department

: Renewable Energy
: Service

Reason for Overtime

: OT down due to installation at U Myo Min (North Dagon).

| No | Date | Name | Rank | Time | | Hours | Amount | Remark |
|---------------------|----------|------------------|------|--------|--------|-------|--------|--------|
| | | | | From | To | | | |
| 1 | 6-Oct-24 | Nay Win Myint | | 8:00AM | 8:00PM | 10.5 | 12600 | |
| 2 | 6-Oct-24 | Maung Maung | | 8:00AM | 8:00PM | 10.5 | 12600 | |
| 3 | 6-Oct-24 | Win Htut Aung | | 8:00AM | 8:00PM | 10.5 | 12600 | |
| 4 | 6-Oct-24 | Win Yan Paing | | 8:00AM | 8:00PM | 10.5 | 12600 | |
| 5 | 6-Oct-24 | Myo Thandar Kyaw | | 8:00AM | 8:00PM | 10.5 | 12600 | |
| Total Hours | | | | | | 52.5 | 63,000 | |
| Total Amount | | | | | | | | |

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| No | Date | Name | Rank | Time | | Hours | Amount | Remark |
|----|----------|---------------|------|--------|--------|--------------|--------|--------|
| | | | | From | To | | | |
| 1 | 8-Oct-24 | Ywet Nu Wai | | 5:00PM | 8:00PM | 3 | 3600 | |
| 2 | 8-Oct-24 | Nay Win Myint | | 5:00PM | 8:00PM | 3 | 3600 | |
| 3 | 8-Oct-24 | Win Yan Paing | | 5:00PM | 8:00PM | 3 | 3600 | |
| | | | | | | Total Hours | 9 | |
| | | | | | | Total Amount | 10,800 | |

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Phway Yu Mon

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2/11/24

Name: Phway Yu Mon

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05-CHL-HRM-FRM-020-04



OVERTIME REQUEST FORM

BU/BR/Div Name : Renewable Energy
Department : Service

Reason for Overtime : OT down due to loading at HO for Dawei and Myeik to delivery accessories .

| No | Date | Name | Rank | Time | | Hours | Amount | Remark |
|----|-----------|-----------------|------|--------|--------|--------------|--------|--------|
| | | | | From | To | | | |
| 1 | 12-Oct-24 | Nann Oo | | 5:00PM | 8:30PM | 3.5 | 4200 | |
| 2 | 12-Oct-24 | Nyein Ko Ko Win | | 5:00PM | 8:30PM | 3.5 | 3500 | |
| | | | | | | Total Hours | 7 | |
| | | | | | | Total Amount | 7,700 | |

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2/11/24

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05-CHL-HRM-FRM-020-04



OVERTIME REQUEST FORM

BU/BR/Div Name : Renewable Energy
 Department : Service
 Reason for Overtime : OT down due to loading at HO for Hpa-Khant Customer U Zaw Ridd to delivery battery and inverter .

| No | Date | Name | Rank | Time | | Hours | Amount | Remark |
|---------------------|-----------|----------------|------|--------|---------|-------|--------|--------|
| | | | | From | To | | | |
| 1 | 13-Oct-24 | Cho Zin Thet | | 9:30AM | 11:30AM | 2 | 2400 | |
| 2 | 13-Oct-24 | Shwe Sin Htike | | 9:30AM | 11:30AM | 2 | 2400 | |
| 3 | 13-Oct-24 | Maung Maung | | 9:30AM | 11:30AM | 2 | 2400 | |
| Total Hours | | | | | | 6 | 7,200 | |
| Total Amount | | | | | | | | |

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2/11/24

Name: Phway Yu Mon

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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 : OT down due to inspection at Mindama CW's house .

| No | Date | Name | Rank | Time | | Hours | Amount | Remark |
|---------------------|-----------|---------------|------|---------|--------|-------|--------|--------|
| | | | | From | To | | | |
| 1 | 13-Oct-24 | Nay Win Myint | | 11:30PM | 1:30PM | 2 | 2400 | |
| Total Hours | | | | | | 2 | 2,400 | |
| Total Amount | | | | | | | | |

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2/11/24

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05-CHL-HRM-FRM-020-04



OVERTIME REQUEST FORM

BU/BR/Div Name : Renewable Energy
 Department : Service

Reason for Overtime : OT down due to delivery customer battery at HO .

| No | Date | Name | Rank | Time | | Hours | Amount | Remark |
|---------------------|-----------|--------------|------|--------|---------|-------|--------|--------|
| | | | | From | To | | | |
| 1 | 16-Oct-24 | Maung Maung | | 9:30AM | 11:30AM | 2 | 2400 | |
| 2 | 16-Oct-24 | Cho Zin Thet | | 9:30AM | 11:30AM | 2 | 2400 | |
| Total Hours | | | | | | 4 | 4,800 | |
| Total Amount | | | | | | | | |

Prepared By

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Knowledgeled 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 : OT down due to inspection at Customer U Khin Maung Ohm (Pouk Taw Wa) .

| No | Date | Name | Rank | Time | | Hours | Amount | Remark |
|---------------------|-----------|---------------|------|--------|--------|-------|--------|--------|
| | | | | From | To | | | |
| 1 | 16-Oct-24 | Nay Win Myint | | 2:00PM | 5:00PM | 3 | 3600 | |
| Total Hours | | | | | | 3 | 3,600 | |
| Total Amount | | | | | | | | |

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



OVERTIME REQUEST FORM

BU/BR/Div Name
Department

: Renewable Energy
: Service

Reason for Overtime

:OT down due to inspection U Than Htut Naing inverter at Pearl Condo.

| No | Date | Name | Rank | Time | | Hours | Amount | Remark |
|----|-----------|--------------|------|--------|---------|---------------------|--------|--------|
| | | | | From | To | | | |
| 1 | 25-Oct-24 | Cho Zin Thet | | 5:00PM | 9:00 PM | 4 | 4800 | |
| | | | | | | Total Hours | 4 | 4,800 |
| | | | | | | Total Amount | | |

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2/11/24

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
Department

: Renewable Energy
: Service

Reason for Overtime

:OT down due to reinstall & test run Daw Khin Thida Win battery at Baho Road .

| No | Date | Name | Rank | Time | | Hours | Amount | Remark |
|----|-----------|-----------------|------|----------|--------|---------------------|--------|--------|
| | | | | From | To | | | |
| 1 | 26-Oct-24 | Win Yan Paing | | 12:00 AM | 3:00PM | 3 | 3600 | |
| 2 | 26-Oct-24 | Win Htut Aung | | 12:00 AM | 3:00PM | 3 | 3600 | |
| 3 | 26-Oct-24 | Cho Zin Thet | | 12:00 AM | 3:00PM | 3 | 3600 | |
| 4 | 26-Oct-24 | Nyein Ko Ko Win | | 12:00 AM | 3:00PM | 3 | 3000 | |
| | | | | | | Total Hours | 12 | 13,800 |
| | | | | | | Total Amount | | |

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2/11/24

Name: Phway Yu Mon

Name: Aung Ko Ko Oo

Name: Phyo Thu

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

Over Times Charges Record

| Name | Time | | Hours | Amount | Total Hrs | Total Amount | Reasons |
|------------------|----------|---------|-------|--------|--------------|---------------|---|
| | From | To | | | | | |
| Cho Ko Ko Min | 5:00PM | 9:00PM | 4 | 4800 | 16 | 18400 | OT down due to installation at Ko Chit Ko (North Oakala). |
| Win Kyaw | 5:00PM | 9:00PM | 4 | 4800 | | | |
| Kyaw Swar Myint | 5:00PM | 9:00PM | 4 | 4800 | | | |
| Nyein Ko Ko Win | 5:00PM | 9:00PM | 4 | 4000 | | | |
| Nay Win Myint | 8:00AM | 8:00PM | 10.5 | 12600 | 52.5 | 63000 | Ot down due to installation at U Myo Min (North Dagon). |
| Maung Maung | 8:00AM | 8:00PM | 10.5 | 12600 | | | |
| Win Htut Aung | 8:00AM | 8:00PM | 10.5 | 12600 | | | |
| Win Yan Paing | 8:00AM | 8:00PM | 10.5 | 12600 | | | |
| Myo Thandar Kyaw | 8:00AM | 8:00PM | 10.5 | 12600 | | | |
| Ywet Nu Wai | 5:00PM | 8:00PM | 3 | 3600 | 9 | 10800 | Ot down due to installation at U Myo Min (North Dagon). |
| Nay Win Myint | 5:00PM | 8:00PM | 3 | 3600 | | | |
| Win Yan Paing | 5:00PM | 8:00PM | 3 | 3600 | | | |
| Nann Oo | 5:00PM | 8:30PM | 3.5 | 4200 | 7 | 7700 | OT down due to loading at HO for Dawei and Myeik to delivery accessories . |
| Nyein Ko Ko Win | 5:00PM | 8:30PM | 3.5 | 3500 | | | |
| Cho Zin Thet | 9:30AM | 11:30AM | 2 | 2400 | 6 | 7200 | OT down due to loading at HO for Hpa-Khant Customer U Zaw Ridd to delivery battery and inverter . |
| Shwe Sin Htike | 9:30AM | 11:30AM | 2 | 2400 | | | |
| Maung Maung | 9:30AM | 11:30AM | 2 | 2400 | | | |
| Nay Win Myint | 11:30AM | 1:30PM | 2 | 2400 | 2 | 2400 | OT down due to inspection at Mindama CW's house . |
| Maung Maung | 9:30AM | 11:30AM | 2 | 2400 | 4 | 4800 | OT down due to delivery customer battery at HO . |
| Cho Zin Thet | 9:30AM | 11:30AM | 2 | 2400 | | | |
| Nay Win Myint | 2:00PM | 5:00PM | 3 | 3600 | 3 | 3600 | OT down due to inspection at Customer U Khin Maung Ohm (Pouk Taw Wa). |
| Cho Zin Thet | 5:00PM | 9:00 PM | 4 | 4800 | 4 | 4800 | OT down due to inspection U Than Htut Naing inverter at Pearl Condo. |
| Win Yan Paing | 12:00 AM | 3:00PM | 3 | 3600 | 12 | 13800 | OT down due to reinstall & test run Daw Khin Thida Win battery at Baho Road . |
| Win Htut Aung | 12:00 AM | 3:00PM | 3 | 3600 | | | |
| Cho Zin Thet | 12:00 AM | 3:00PM | 3 | 3600 | | | |
| Nyein Ko Ko Win | 12:00 AM | 3:00PM | 3 | 3000 | | | |
| Total | | | | | 115.5 | 136500 | |