



OVERTIME REQUEST FORM

BU/BR/DIV Name : *Common Purpose*
 Department Name : *Service*
 Reason for Overtime : *Machine Clearing & Bucket Installation*

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	12-2-25	<i>Kyaw Zin Htet</i>	<i>AI (Junior)</i>	<i>9:00 AM</i>	<i>1:00 PM</i>	<i>4 H</i>	<i>4800</i>	<i>Machine clearing & Bucket Installation for ZX210LC-5GX 1U #90043 in COP</i>

Total Hours	<i>4 H</i>	<i>4800</i>
Total Amount		

Requested by
 Sign :
 Name : *Thandar Soe*
 (Requestor)

Approved by
 Sign :
 Name : *Soe Naik Ko*
 (DH)

Approved by
 Sign :
 Name : *Aung The Win*
 (GM/AGM/COO)

Checked by
 Sign :
 Name : *Moe Thazin*
 (HR)