



### OVERTIME REQUEST FORM

BU/BR/Div Name : PG  
 Department : Service  
 Reason for Overtime : Machine repair

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	25.10.2024	Aye Min Soe	-	5:00Pm	8:30Pm	3.5	4200	Genset Unloading (3units) & machine arrangement
2	25.10.2024	Aye Min Thu	-	5:00Pm	8:30Pm	3.5	4200	
3	25.10.2024	Moe Kyaw Naing	-	5:00Pm	8:30Pm	3.5	4200	
4	27.10.2024	Aye Min Soe	-	8:30Am	1:00Pm	4	4800	Genset Unloading (3units) & machine arrangement
5	27.10.2024	Aung Si Thu	-	8:30Am	1:00Pm	4	4800	
6	27.10.2024	Aye Min Thu	-	8:30Am	1:00Pm	4	4800	
7	26.10.2024	Phyo Zay Latt Min	-	8:30Am	2:00Pm	5	6000	Turbo installation & customer appointment test run used machine.
8	26.10.2024	Aung Si Thu	-	8:30Am	2:00Pm	5	6000	
9	26.10.2024	Aung Phyo Thu	-	8:30Am	2:00Pm	5	6000	
						Total Hours	37.5	
						Total Amount	45000	

Prepared By

Knowledge By

Approved By

Check By HR

Name: Chit Pon Su

Name: Tint Naing

Name: Soe Htet Tin

Name: Phyo Wai Nyein

05-CHL-HRM-FRM-020-04



### OVERTIME REQUEST FORM

BU/BR/Div Name : PG  
 Department : Service  
 Reason for Overtime : Machine repair

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	1.11.24	Annt Bhone Maw	-	12:00Pm	9:00Pm	8	9600	Pump Installation and test run MC-175MS
2	1.11.24	Aung Phyo Thu	-	12:00Pm	9:00Pm	8	9600	
3	3.11.24	Chit Oo	-	8:30Am	7:00Pm	9.5	11400	Head, fuel pump & nozzle installation used machine(MC-175MS)
4	3.11.24	Aye Min Thu	-	8:30Am	7:00Pm	9.5	11400	
5	3.11.24	Annt Bhone Maw	-	8:30Am	7:00Pm	9.5	11400	
6	3.11.24	Aung Phyo Thu	-	8:30Am	7:00Pm	9.5	11400	Actuator changed test run customer Daw Thein Thein Myint
7	3.11.24	Aung Si Thu	-	9:00Am	5:00Pm	7.5	9000	
						Total Hours	61.5	
						Total Amount	73800	

Prepared By

Knowledge By

Approved By

Check By HR

Name: Chit Pon Su

Name: Tint Naing

Name: Soe Htet Tin

Name: Phyo Wai Nyein

05-CHL-HRM-FRM-020-04