



### OVERTIME REQUEST FORM

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

No	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	10.4.25	Aye Min Thu	-	5:00 PM	7:00 PM	2	2400	Engine Assembly
2	10.4.25	Wai Lin Htet	-	5:00 PM	7:00 PM	2	2400	Canopy Installation
3	10.4.25	Annt Bhone Maw	-	5:00 PM	7:00 PM	2	2400	
4	11.4.25	Annt Bhone Maw	-	5:00 PM	7:30 PM	2.5	3000	Wiring Installation
5	11.4.25	Aye Min Thu	-	5:00 PM	7:30 PM	2.5	3000	
6	17.4.25	Annt Bhone Maw	-	9:00 AM	7:00 PM	9	10800	Canopy Installation
7	17.4.25	Htet Myat Aung	-	9:30 AM	6:00 PM	8	8000	
8	17.4.25	Moe Kyaw Naing	-	10:30 AM	6:00 PM	7	8400	
						Total Hours	35	
						Total Amount	40400	

Request By  
  
 Requestor

Approved By  
  
 (DH)

Approved By  
 (GM/AGM/COO)

Check By HR  
  
 (HR)

05-CHL-HRM-FRM-020-05



### OVERTIME REQUEST FORM

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

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	18.4.25	Annt Bhone Maw	-	9:00 AM	7:00 PM	9	10800	VP-770 (Canopy Installation)
2	18.4.25	Htet Myat Aung	-	10:00 AM	5:00 PM	6.5	6500	
3	18.4.25	Moe Kyaw Naing	-	10:00 AM	5:00 PM	6.5	7800	
4	19.4.25	Annt Bhone Maw	-	11:00 AM	6:00 PM	6.5	7800	
5	19.4.25	Htet Myat Aung	-	11:00 AM	6:00 PM	6.5	6500	
6	19.4.25	Moe Kyaw Naing	-	10:30 AM	6:00 PM	7	8400	
7	21.4.25	Annt Bhone Maw	-	9:00 AM	6:00 PM	8	9600	
8	21.4.25	Moe Kyaw Naing	-	10:00 AM	5:00 PM	6.5	7800	
9	17.4.25	Wai Lin Htet	-	9:30 AM	6:00 PM	8	9600	
10	18.4.25	Wai Lin Htet	-	1:00 PM	7:00 PM	5.5	6600	
11	19.4.25	Wai Lin Htet	-	11:00 AM	7:00 PM	7.5	9000	Canopy Installation
12	21.4.25	Wai Lin Htet	-	10:00 AM	6:00 PM	7.5	9000	
						Total Hours	70	
						Total Amount	99400	

Request By  
  
 Requestor

Approved By  
  
 (DH)

Approved By  
 (GM/AGM/COO)

Check By HR  
  
 (HR)

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