



CASH CLAIM FORM

Date : 8/2/24

BU/BR/Division : Reman

Department : Production

Issue Amount : 288000 Kyats/ USD

Budget include (or) Not :

Yes  Budgeted Title and Amount :

No  Reasons for :

Required For: PHK OT charges

မှတ်ချက်။  
 (၁) အဆင့်ဆင့်သက်ဆိုင်ရာတာဝန်ရှိလူကြီးမင်းများအားလုံး သေချာစွာစုံစမ်း၊စစ်ဆေး၊တွက်ချက်ပြီးထားသော ငွေပမာဏဖြစ်ရပါမည်။  
 (The amount requested must be properly calculated, checked and verified by respective authorized person)  
 (၂) ထုတ်ယူငွေနှင့် ပတ်သက်၍ အမှားအယွင်း၊ လိမ်လည်မှု နှင့် အလွဲသုံးစားမှု တစ်စုံတစ်ရာ ရှိခဲ့ပါက သက်ဆိုင်ရာ တာဝန်ရှိစစ်ဆေးအတည်ပြုသူက အပြည့် အဝ ပြန်လည်ရရှိအောင် တာဝန်ယူ ဆောင်ရွက်ပေးရမည်  
 (If there is errors, frauds or misappropriation, the authorized person must take full responsibility to recover the loss)

Request By  
  
 Requester

Checked By  
  
 2.2.24  
 Mgr/DH

Checked By  
  
 Finance & Account

Approved By  
  
 GM/AGM/COO

Approved By  
  
 CMC/CEO/Chairwoman



# OVERTIME REQUEST FORM

BU/BR/Div Name

: Reman

Department

: Production

Reason for Overtime

: 16938 / 16928 / MCV-2pcs disassembly process

No	Date	Name	Rank	Time		Hours	Amount	Remark	
				From	To				
1.	28.1.24	Kyaw Khaw Oo	2C	8:00 AM	5:00 PM	8h	9600		
2.	"	Pyae Phyo Kyaw	2B	"	"	"	9600		
3.	"	Suan Htet Naing	2A	"	"	"	9600		
4.	"	Naing Min Thant	1A	"	"	"	9600		
5.	"	So Thee Aung	2A	"	"	"	9600		
6.	"	Hein Min Htet	2A 1A	"	"	"	9600		
7.	"	Min Min Faw	3A	"	"	"	9600		
8.	"	Tin Lin Ko	2A	"	"	"	9600		
9.	"	Thara Aung	2A	"	"	"	9600		
Total Hours								86400	
Total Amount									

Prepared By

*[Signature]*

Name:

Su Su Khine

Knownledged By

*[Signature]*  
2.2.24

Name:

Phyo

Approved By

(GM/AGM/COO)

Name:

*[Signature]*  
Aung Hein Win

Check By HR

Name:

*[Signature]*  
Zay Yar Linn

05-CHL-HRM-FRM-020



# OVERTIME REQUEST FORM

BU/BR/Div Name

: Reman

Department

: Production

Reason for Overtime

: 16938 / Making cleaning & Spring Seal installation

No	Date	Name	Rank	Time		Hours	Amount	Remark	
				From	To				
10	28.1.24	Aung Naing Myo	2A	8:00 AM	5:00 PM	8h	9600		
11.	21.1.24	Kyaw Khaw Oo	2B	"	"	"	9600		
12.	"	Pyae Phyo Kyaw	2B	"	"	"	9600		
13.	"	Suan Htet Naing	2A	"	"	"	9600		
14.	"	Naing Min Thant	1A	"	"	"	9600		
15.	"	So Thee Aung	2A	"	"	"	9600		
16.	"	Hein Min Htet	1A	"	"	"	9600		
17.	"	Min Min Faw	3A	"	"	"	9600		
18.	"	Tin Lin Ko	2A 1A	"	"	"	9600		
Total Hours								86400	
Total Amount									

Prepared By

*[Signature]*

Name:

Su Su Khine

Knownledged By

*[Signature]*  
2.2.24

Name:

Phyo

Approved By

(GM/AGM/COO)

Name:

*[Signature]*  
Aung Hein Win

Check By HR

Name:

*[Signature]*  
Zay Yar Linn

05-CHL-HRM-FRM-020



# OVERTIME REQUEST FORM

BU/BR/Div Name :  
 Department :  
 Reason for Overtime :

Reman  
 Production  
 169381 Swing Seal Installation & M/C cleaning

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
19	21.1.24	Thura Aung	2A	8:00 AM	5:00 PM	8h	9600	
20	"	Aung Nain Myo	2A	"	"	"	9600	
21	20.1.24	Kyaro Khawng Co	3C	"	"	"	9600	
22	"	Pyae Phyn Kyau	2B	"	"	"	9600	
23	"	Suan Htet Nain	2A	"	"	"	9600	
24	"	Nain Min Thant	1A	"	"	"	9600	
25	"	Si Thu Aung	3A	"	"	"	9600	
26	"	Hein Min Htet	1A	"	"	"	9600	
27	"	Tin Lin Ko	1A	"	"	"	9600	
<b>Total Hours</b>							86400	
<b>Total Amount</b>								

Prepared By: *[Signature]* Name: Sa Sa Khine  
 Knowledge By: *[Signature]* Name: Phygo  
 Approved By (GM/AGM/COO): *[Signature]* Name: Aung Hein Win  
 Check By HR: *[Signature]* Name: Fay Ya Lin  
 05-CHL-HRM-FRM-020



# OVERTIME REQUEST FORM

BU/BR/Div Name :  
 Department :  
 Reason for Overtime :

Reman  
 Production

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
28	20.1.24	Thura Aung	2A	8:00 AM	5:00 PM	8h	9600	
29	"	Aung Nain Myo	2A	"	"	"	9600	
30	"	Min Min Zao	3A	"	"	"	9600	
<b>Total Hours</b>							28800	
<b>Total Amount</b>								

Prepared By: *[Signature]* Name: Sa Sa Khine  
 Knowledge By: *[Signature]* Name: Phygo  
 Approved By (GM/AGM/COO): *[Signature]* Name: Aung Hein Win  
 Check By HR: *[Signature]* Name: Fay Ya Lin  
 05-CHL-HRM-FRM-020