



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Maung Maung		Estimated Date of Travel	20.5.25 to 19.6.25
Position Rank	SISP		Total Day	1 month
BU/BB/OTV, Dept	CB Service		Destination	
Purpose	1 MW CKZY 24 San Maung Maintenance & other inspection on Myeik			
Travelling Permit				
Arrival Place	Myeik			
Actual Date & Time of Travel	20.5.25 to 19.6.25			
Total Day	1 month.			
HR Name				
HR Sign				
BOH/Authorized Person Name	Mon Mon Oo			
BOH/Authorized Person	attached by below.			
Advance Clear				
Actual Date & Time of Travel	20.5.25 to 19.6.25		Total Day	1 month
Departure Date & Time	20.5.25		Arrival Date & Time	19.6.25
Date	Description	Total Amount		
		Kyats	USD	
20.5.25 to 19.6.25	TA Charges (1 month x 240,000K) For one person Maung Maung	240,000K		
Total Expense (Kyats/USD)		240,000K		
Cash Advance (Kyats/USD)		240,000K		
Balance Refund/Additional (Kyats/USD)		-		
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	E. Thuwe Phye	Admn.	23.6.25	
Approved By Dept Head	Aung Ro Ro Oo	ADH	28.6.25	
Approved By GM/AGM/COO	Phyo Thu	AGM	25.6.25	
Acknowledged by related Superior for Job Report	U Aye Mon Htoo			
HR Check & Approved	Nyein E. Rhoo	HR	24.6.25	
Cash Received				
Remark				



TRAVELLING REPORT

Date: 28.6.23

Report To	Aung Po Ko Co.	
Employee Name	Maung Maung	
Position	ADH	
Department	Service	
Business	IE	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	20.5.23	17.6.23
Total Days	1 month	
Trip Information	1. From	To
	2. From	To
	3. From	To
Purpose For Travelling	IMW maintenance in Myeik.	
Travel Date	Activities	Remark
	Daily reports attached by below.	

Reported by

Sign : 
 Name : Maung Maung
 Position : STDP

Checked by

Sign : 
 Name : Aung Po Ko
 Position : ADH

(DH/AGM/GM)

Approved by

Sign : 
 Name : U Aye Mon Htoon.
 Position : 

(COO)

05-CHL-HRM-FRM-064-01

imw Standby #

	Date	Status	Job Types/Number
1	20.5.2025	Attend	checked the panel room and solar output cleaned the aircon filters measured the dimensions of crane or backhoe area and discussed it.
2	21.5.2025	Attend	checked the panel room and solar output.measured the dimensions of crane area.discussed about the way for uploading transformer.
3	22.5.2025	Attend	checked the panel room and solar output.checked and discussed with U San Maung for the way of crane and backhoe to put transformer.
4	23.5.2025	Attend	checked the panel room and inverter outputs checked the inverter com ID.cleaned the gresses at 1MW site.
5	24.5.2025	Holiday	checked the panel room and solar output checked the inverter com ID.cleaned the gresses.
6	25.5.2025	Holiday	checked the panel room and solar output checked the inverter com ID.
7	26.5.2025	Attend	checked the panel room and solar output checked the inverter com ID.cleaned the gresses.
8	27.5.2025	Attend	checked the panel room and solar output.checked the inverter com ID.cleaned the dresses.followed up for DS body earth.
9	28.5.2025	Attend	checked 280Ah battery 3 pcs of Shwe Kan Maw customer at Myeik Branch and report to HO.went to U Toe ice factory and discussed with customer to remove the solar panels for replacing the rooftop.
10	29.5.2025	Attend	went to U Toe ice factory and made solar system break down. -removed 15 pcs of solar panels and rails to replace the rooftop with new one.replaced 3 pcs of 280Ah battery with new BMS cards and made Firmware Upgraded at Myeik Branch.
11	30.5.2025	Attend	delivered Shwe Kan Maw 280Ah battery 3 units to customer.wrote the service report form and explained to customer.went to U Toe ice factory and resetup the rail rods and 7pcs of solar panel at rooftop.
12	31.5.2025	Attend	went to U Toe ice factory and resetup remaining 8 pcs of solar panels.checked the system and test and run with loads.wrote the service report form and took the customer satisfaction form from customer.
13	1.6.2025	Holiday	checked the solar output of 1MW site with solarman business.recorded the video clip of U Toe Ice Factory and report to HO.
14	2.6.2025	Attend	did morning exercise and made 5S at Myeik Branch.checked the length of 400mm ² cable at Myeik Branch.checked the 1MW site solar output.
15	3.6.2025	Attend	id morning exercise and made 5S at Myeik Branch.checked the 1MW site solar output and filled the panel room Wifi data.went to 1MW site and discussed about Body Earth.
16	4.6.2025	Attend	checked the panel room and solar output.checked com ID no.01 and no 07.cleaned the gresses at 1MW site.
17	5.6.2025	Attend	checked the panel room and solar output.checked the inverter com ID.cleaned the gresses at 1MW site.
18	6.6.2025	Attend	checked the solar panels and panel room.checked the solar outputs.cleaned the gresses.
19	7.6.2025	Holiday	checked the solar panels and panel room.checked the solar outputs.cleaned the gresses.
20	8.6.2025	Holiday	checked the solar panels and panel room.checked the solar outputs.cleaned the gresses at 1MW site.
21	9.6.2025	Attend	checked the solar panels and panel room.made system breakdown and report to HO.cleaned the gresses at 1MW site.
22	10.6.2025	Attend	checked the solar panels and panel room.cleaned the gresses at 1MW site.went and ask the boats from harbour to go to KZY 500kW site

23	11.6.2025	Attend	went to Myeik Branch from 1MW site.went to KZY 500 kW site and checked the place where is dropping the rain from rooftop.
24	12.6.2025	Attend	went to KZY 500kW site and discussed about dropping the rain from rooftop.checked the inverter panel's fan.
25	13.6.2025	Attend	did morning exercise and 5S at Myeik Branch.went to KZY 500kW site to cover the roof because of dropping the rain from rooftop.
26	14.6.2025	Attend	did morning exercise and 5S at Myeik Branch.went to KZY 500kW site and remove 25pcs of solar panels.covered the roof with silicon and construction foams and reinstalled the solar panels.
27	15.6.2025	Holiday	went to KZY 500kW site for covering the roof from dropping rain.discussed about it and re-opened the solar system to use the loads.
28	16.6.2025	Attend	went to KZY 500kW site to discuss about for covering the roof from dropping rain.
29	17.6.2025	Attend	did morning exercise and 5S at Myeik Branch.went to Aqua Myeik Premium seafood factory for solar marketing with saleman.delivered 8 pcs of 570W solar panels and 1pcs of Matador Lectro 5kW off-grid inverter to Myeik Customer Ko Phyo Kyaw.
30	18.6.2025	Attend	did morning exercise and 5S at Myeik Branch.went to 1MW site from Myeik Branch.checked the solar panels and panel room.
31	19.6.2025	Attend	checked the solar panels and panel room.followed up to installer about 11kV line DS body earth.cleaned the gresses at 1MW site.