



# OVERTIME REQUEST FORM

BU/BR/Div Name : PG BU  
 Department : Rental Department  
 Reason for Overtime : PDI and return inspection test run

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	7.03.2025	Toe Toe	1200	5:00PM	7:30PM	2.5	3000	250 KVA Regular service and cleaning Customer - Ultimate Treasure Location - Myaungtakar
2		Kaung Khant Kyaw	1000	5:00PM	7:30PM	2.5	2500	
3	16.3.2025	Toe Wai Phyto	1200	1:30 PM	7:30 PM	5.5	6600	Customer-Sein Lyann Htun - <i>Return inspection</i> Location-East Dagon 150 KVA Exhaust leakage and muffler new change
4		Toe Toe	1200	7:00 AM	2:00PM	6.5	7800	350 KVA PDI test run Customer - Sirius Logistics Location- South Dagon
		Kaung Khant Kyaw	1000	7:00 AM	2:00PM	6.5	6500	60 KVA Visite job site Customer - Myo Ko Ko Htun
<b>Total Hours</b>						<b>23.5</b>	<b>26400</b>	
<b>Total Amount</b>								

Prepared By

*[Signature]*

Hsu Yee Htet

Knownledged By

*[Signature]*

Name: Aung Ko Op

Approved By  
(GM/AGM/COO)

*[Signature]*

Name: Soe Htet Tin

Check By HR

*[Signature]*

Name: Phyto Wai Nyein  
05-CHL-HRM-FRM-020-05