

T&B BU OT list for Feb'25

No	Description	Department	Amount
1	T&B OT for Feb'25	Service	252,000
2		Driver KHZ	120,600
3		Cleaner	9,600
4		Driver PYN	78,600
5		Driver MYT	63,000
6		Security	120,000
Total Amount			643,800
Advance			1,000,000
Balane			356,200

28/2/2025
ZMS



OVERTIME REQUEST FORM

BU/BR/DIV Name : TSB
 Department Name : Administration
 Reason for Overtime : Ferras Way

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
	4.2.25	Rye Phop Nuing	Driver	5:00PM	7:30PM	2:30 hrs	3000	
	5.2.25	Rye Phop Nuing	Driver	6:00AM	8:00AM	2 hrs	2400	
	" "	" "	" "	5:00PM	7:30PM	2:30 hrs	3000	
	6.2.25	" "	" "	6:00AM	8:00AM	2 hrs	2400	
	" "	" "	" "	5:00PM	7:30PM	2:30 hrs	3000	
	7.2.25	" "	" "	6:00AM	8:00AM	2 hrs	2400	
	" "	" "	" "	5:00PM	7:30PM	2:30 hrs	3000	
	8.2.25	" "	" "	6:00AM	8:00AM	2 hrs	2400	
	" "	" "	" "	5:00PM	7:30PM	2:30 hrs	3000	
Total Hours						20:30 hrs	24600	
Total Amount								

Requested by
 Sign :
 Name : Rye Phop Nuing
 (Requestor)

Approved by

 21/2/25
 (DH)
 Rye

Approved by

 26/2/25
 (GM/AGM/COO)
 Win Tun Mye Aye

Checked by

 21/2/2025
 (HR)
 Win
 KMMML
 20-2-25

05-CHL-HRM-FRM-020-05

OVERTIME REQUEST FORM

BU/BR/DIV Name : *F&B*
 Department Name : *Admin Stration*
 Reason for Overtime : *Ferry way*

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
	<i>10.2.25</i>	<i>Pgae Phcp Ncing</i>	<i>Driver</i>	<i>6:00AM</i>	<i>8:00AM</i>	<i>2 hrs</i>	<i>2400</i>	
	<i>" "</i>	<i>" "</i>	<i>" "</i>	<i>5:30PM</i>	<i>7:30PM</i>	<i>2:30hrs</i>	<i>3000</i>	
	<i>11.2.25</i>	<i>" "</i>	<i>" "</i>	<i>6:00AM</i>	<i>8:00PM</i>	<i>2 hrs</i>	<i>2400</i>	
	<i>" "</i>	<i>" "</i>	<i>" "</i>	<i>5:00PM</i>	<i>7:30PM</i>	<i>2:30hrs</i>	<i>3000</i>	
	<i>13.2.25</i>	<i>" "</i>	<i>" "</i>	<i>6:00AM</i>	<i>8:00AM</i>	<i>2 hrs</i>	<i>2400</i>	
	<i>" "</i>	<i>" "</i>	<i>" "</i>	<i>5:00PM</i>	<i>7:30PM</i>	<i>2:30hrs</i>	<i>3000</i>	
	<i>14.2.25</i>	<i>" "</i>	<i>" "</i>	<i>6:00AM</i>	<i>8:00AM</i>	<i>2 hrs</i>	<i>2400</i>	
	<i>" "</i>	<i>" "</i>	<i>" "</i>	<i>5:00PM</i>	<i>7:30PM</i>	<i>2:30hrs</i>	<i>3000</i>	
						Total Hours	<i>18:00hrs</i>	
						Total Amount	<i>21600</i>	

Requested by
 Sign : *[Signature]*
 Name : *Pgae Phcp Ncing*
 (Requestor)

Approved by
[Signature]
24/2/2025
 (DH)
ZMS

Approved by
[Signature]
 (GM/AGM/COO)
blin Thng' blue

Checked by
[Signature]
 (HR) *ZMS Cerin*
20-2-25
 05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : T8B
 Department Name : Administration
 Reason for Overtime : Foras Wlay

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
	17.2.25	Ryoe Argo Nuing	Driver	6:00AM	8:00AM	2 hrs	2400	
	"	"	"	5:00PM	7:30PM	2:30hrs	3000	
	18.2.25	"	"	6:00AM	8:00AM	2 hrs	2400	
	"	"	"	5:00PM	7:30PM	2:30hrs	3000	
	19.2.25	"	"	6:00AM	8:00PM	2 hrs	2400	
	"	"	"	5:00PM	7:30PM	2:30hrs	3000	
	20.2.25	"	"	6:00AM	8:00AM	2 hrs	2400	
	"	"	"	5:00PM	7:30PM	2:30hrs	3000	
						Total Hours	18:00hrs	
						Total Amount	21600	

Requested by

Sign :
 Name : Ryoe Argo Nuing
 (Requestor)

Approved by

24/21/2025
 (DH)
 ZMS

Approved by

(GM/AGM/COO)
 Lin Tunj Alue

Checked by

24/21/2025
 ZMS (HR)

Kevin KAMML
 20-2-25

05-CHL-HRM-FRM-020-05

OVERTIME REQUEST for Driver Feb'25

BU/BR/Div Name				T&B BU (ISUZU BU)							
Department				Administration							
Reason for Overtime				Ferry Way (Hlaing Thar Yar to ISUZU Compass Auto)							
Over Time Date	BU/BR/Div Name	Department Name	Name	Rank	Time		Hour	1Hour Price	Amount	Remark	
					From	To					
1	4-Feb-25	T&B BU	Driver	Pyae Phyoo Naing	1A	0:00	0:00	0	1,200	-	
				Pyae Phyoo Naing	1A	17:00	19:30	2.5	1,200	3,000	
2	5-Feb-25	T&B BU	Driver	Pyae Phyoo Naing	1A	6:00	8:00	2	1,200	2,400	
				Pyae Phyoo Naing	1A	17:00	19:00	2.5	1,200	3,000	
3	6-Feb-25	T&B BU	Driver	Pyae Phyoo Naing	1A	6:00	8:00	2	1,200	2,400	
				Pyae Phyoo Naing	1A	17:00	19:00	2.5	1,200	3,000	
4	7-Feb-25	T&B BU	Driver	Pyae Phyoo Naing	1A	6:00	8:00	2	1,200	2,400	
				Pyae Phyoo Naing	1A	17:00	19:00	2.5	1,200	3,000	
5	8-Feb-25	T&B BU	Driver	Pyae Phyoo Naing	1A	6:00	8:00	2	1,200	2,400	
				Pyae Phyoo Naing	1A	17:00	19:00	2.5	1,200	3,000	
6	10-Feb-25	T&B BU	Driver	Pyae Phyoo Naing	1A	6:00	8:00	2	1,200	2,400	
				Pyae Phyoo Naing	1A	17:00	19:00	2.5	1,200	3,000	
7	11-Feb-25	T&B BU	Driver	Pyae Phyoo Naing	1A	6:00	8:00	2	1,200	2,400	
				Pyae Phyoo Naing	1A	17:00	19:00	2.5	1,200	3,000	
8	13-Feb-25	T&B BU	Driver	Pyae Phyoo Naing	1A	6:00	8:00	2	1,200	2,400	
				Pyae Phyoo Naing	1A	17:00	19:00	2.5	1,200	3,000	
9	14-Feb-25	T&B BU	Driver	Pyae Phyoo Naing	1A	6:00	8:00	2	1,200	2,400	
				Pyae Phyoo Naing	1A	17:00	19:00	2.5	1,200	3,000	
10	17-Feb-25	T&B BU	Driver	Pyae Phyoo Naing	1A	6:00	8:00	2	1,200	2,400	
				Pyae Phyoo Naing	1A	17:00	19:00	2.5	1,200	3,000	
11	8-Apr-00	T&B BU	Driver	Pyae Phyoo Naing	1A	6:00	8:00	2	1,200	2,400	
				Pyae Phyoo Naing	1A	17:00	19:00	2.5	1,200	3,000	
12	19-Feb-25	T&B BU	Driver	Pyae Phyoo Naing	1A	6:00	8:00	2	1,200	2,400	
				Pyae Phyoo Naing	1A	17:00	19:00	2.5	1,200	3,000	
13	20-Feb-25	T&B BU	Driver	Pyae Phyoo Naing	1A	6:00	8:00	2	1,200	2,400	
				Pyae Phyoo Naing	1A	17:00	19:00	2.5	1,200	3,000	
14	21-Feb-25	T&B BU	Driver	Pyae Phyoo Naing	1A	6:00	8:00	2	1,200	2,400	
				Pyae Phyoo Naing	1A	17:00	19:00	2.5	1,200	3,000	
15	22-Feb-25	T&B BU	Driver	Pyae Phyoo Naing	1A	6:00	8:00	2	1,200	2,400	
				Pyae Phyoo Naing	1A	17:00	19:00	2.5	1,200	3,000	
Total Hours								65.5	36,000	78,600	



OVERTIME REQUEST FORM

BU/BR/DIV Name : T&B
 Department Name : Administration
 Reason for Overtime : Ferry Way

No.	Date	Name	Position Level	Time		Hours	Amount	Remark	
				From	To				
1.	24.1.25	Kaung Htet Zaw	Driver	6:00 AM	8:00 AM	2 hrs	2400		
	"	"	"	5:00 pm	7:30 pm	2:30hrs	3000		
2.	25.1.25	"	"	6:00 AM	8:00 AM	2 hrs	2400		
	"	"	"	9:00 pm	7:30 pm	2:30hrs	3000		
3.	27.1.25	"	"	6:00 AM	8:00 AM	2 hrs	2400		
	"	"	"	5:00 pm	7:30 pm	2:30hrs	3000		
4.	28.1.25	"	"	6:00 AM	8:00 AM	2 hrs	2400		
	"	"	"	5:00 pm	7:30 pm	2:30hrs	3000		
5.	30.1.25	"	"	6:00 AM	8:00 AM	2 hrs	2400		
						Total Hours	20 hrs	24000	
						Total Amount			

Requested by
 Sign :
 Name : Kaung Htet Zaw
 (Requestor)

Approved by

 24 / 21 2025
 (DH)
 ZMS

Approved by

 24 / 21 2025
 (GM/AGM/COO)
 Htin Tunji Nis

Checked by

 24 / 21 2025
 (HR)
 Cein KMMI 20-2-25
 05-CHL-HRM-FRM-020-05


				Kaung Htet Zaw	1A	17:00	19:00	3	1200	3,600	
16	13-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	2,400	
				Kaung Htet Zaw	1A	17:00	19:00	2.5	1200	3,000	
17	14-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	2,400	
				Kaung Htet Zaw	1A	17:00	19:00	2.5	1200	3,000	
18	17-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	2,400	
				Kaung Htet Zaw	1A	17:00	19:00	2.5	1200	3,000	
19	18-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	2,400	
				Kaung Htet Zaw	1A	17:00	19:00	2.5	1200	3,000	
20	19-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	2,400	
				Kaung Htet Zaw	1A	17:00	19:00	2.5	1200	3,000	
21	20-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	2,400	
				Kaung Htet Zaw	1A	17:00	19:00	2.5	1200	3,000	
22	21-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	2,400	
				Kaung Htet Zaw	1A	17:00	19:00	2.5	1200	3,000	
23	22-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	2,400	
				Kaung Htet Zaw	1A	17:00	19:00	3	1200	3,600	
Total Hours								100.5	52800	120,600	

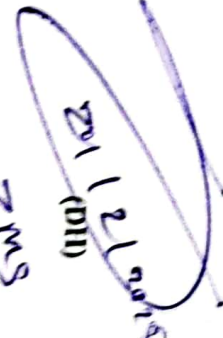
OVERTIME REQUEST FORM


(2)

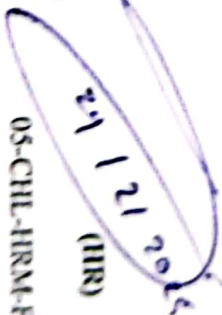
BU/BR/DIV Name : **TJB**
 Department Name : **Admin**
 Reason for Overtime : **Ferry Way**

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
5.	30.1.25	Kang Hhd Zaw	Driver	5:00 pm	7:30 pm	2.30hrs	3000	
6.	31.1.25	"	"	6:00 AM	8:00 AM	2 hrs.	2400	
	"	"	"	5:00 pm	7:30 pm	2.30hrs	3000	
7.	3.2.25	"	"	6:00 AM	8:00 AM	2 hrs	2400	
	"	"	"	5:00 pm	8:00 pm	3 hrs	3600	
8.	4.2.25	"	"	5:00 AM	8:00 AM	2 hrs	2400	
	"	"	"	5:00 pm	7:30 pm	2.30 hrs	3000	
9.	5.2.25	"	"	6:00 AM	8:00 AM	2 hrs	2400	
	"	"	"	5:00 pm	7:30 pm	2.30 hrs	3000	
Total Hours						21 hrs	25800	
Total Amount								

Requested by
 Sign: 
 Name: **Kang Hhd Zaw**
 (Requestor)

Approved by

Zol (DII)
 ZMS

Approved by

Wah Tuny Shi
 (GM/AGM/COO)

Checked by

Zol (HR)
 05-CHL-HRM-FRM-020-05
 ZMS
 20.2.25



OVERTIME REQUEST FORM

(3)

BU/BR/DIV Name : **T&B**
 Department Name : **Administration**
 Reason for Overtime : **Ferry Waky**

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
10	6.2.2025	Kaung Htet Zaw	Driver	6:00 AM	8:00 AM	2 hrs	2400	
	"	"	"	5:00 PM	7:30 PM	2:30 hrs	3000	
11	7.2.2025	"	"	5:00 AM	8:00 AM	2 hrs	2400	
	"	"	"	5:00 PM	7:00 PM	2 hrs	2400	
12	8.2.2025	"	"	6:00 AM	8:00 AM	2 hrs	2400	
	"	"	"	5:00 PM	7:30 PM	2:30 hrs	3000	
13	10.2.2025	"	"	6:00 AM	8:00 AM	2 hrs	2400	
	"	"	"	5:00 PM	8:00 PM	3 hrs	3600	
14	11.2.2025	"	"	6:00 AM	8:00 AM	2 hrs	2400	
Total Hours						20 hrs	24000	
Total Amount							24000	

Requested by
 Sign:
 Name: **Kaung Htet Zaw**
 (Requestor)

Approved by

 (DH)
Htet Aung Myint Nwe

Approved by

 (GM/AGM/COO)
Htet Aung Myint Nwe

Checked by

 (MS/HR)
Htet Aung Myint Nwe

05-CHL-HRM-FRM-020-05

20.2.25
kmml

No.	Date	Name	Position Level	From	To	Hours	Amount	Remark
16	13-Feb-25	T&B BU	Driver	6:00	8:00	2.5	1200	3,000
				17:00	19:00	2	1200	2,400
17	14-Feb-25	T&B BU	Driver	6:00	8:00	2.5	1200	3,000
				17:00	19:00	2	1200	2,400
18	17-Feb-25	T&B BU	Driver	6:00	8:00	2.5	1200	3,000
				17:00	19:00	2	1200	2,400
19	18-Feb-25	T&B BU	Driver	6:00	8:00	2.5	1200	3,000
				17:00	19:00	2	1200	2,400
20	19-Feb-25	T&B BU	Driver	6:00	8:00	2	1200	3,000
				17:00	19:00	2	1200	2,400



OVERTIME REQUEST FORM

(4)

BU/BR/DIV Name : **T&B**
 Department Name : **Administration**
 Reason for Overtime : **Ferry Vlog**

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
14.	11-2-25	Young Htet Zaw	Driver	5:00 pm	8:00 pm	3 hrs	3600	
15.	13-2-25	"	"	6:00 AM	8:00 AM	2 hrs	2400	
	"	"	"	5:00 pm	7:30 pm	2:30 hrs	3000	
16.	14-2-25	"	"	6:00 AM	8:00 AM	2 hrs	2400	
	"	"	"	6:00 pm	7:30 pm	2:30 hrs	3000	
17.	17-2-25	"	"	6:00 AM	8:00 AM	2 hrs	2400	
	"	"	"	5:00 pm	7:30 pm	2:30 hrs	3000	
18.	18-2-25	"	"	6:00 AM	8:00 AM	2 hrs	2400	
	"	"	"	5:00 pm	7:30 pm	2:30 hrs	3000	
Total Hours						21 hrs	25200	
Total Amount								

Requested by
 Sign:
 Name: **Young Htet Zaw**
 (Requestor)

Approved by

 (DH)
ZMS

Approved by

 (GM/AGM/COO)
ZMS

Checked by

 (HR)
ZMS

20-2-25



OVERTIME REQUEST FORM

BU/BR/DIV Name : **T&B**
 Department Name : **Administration**
 Reason for Overtime : **Ferry Vlog**

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
19.	19-Feb-25	Kaung Htet Zaw	Driver	6:00 AM	8:00 AM	2 hrs	2400	
	"	"	"	5:00 pm	7:30 pm	2:30 hrs	3000	
20.	20-Feb-25	"	"	6:00 AM	8:00 AM	2 hrs	2400	
	"	"	"	5:00 pm	7:30 pm	2:30 hrs	3000	
21.	21-Feb-25	"	"	6:00 AM	8:00 AM	2 hrs	2400	
	"	"	"	5:00 pm	7:30 pm	2:30 hrs	3000	
22.	22-Feb-25	"	"	6:00 AM	8:00 AM	2 hrs	2400	
	"	"	"	5:00 pm	8:00 pm	3 hrs	3600	
Total Hours						18:30 hrs	222000	
Total Amount							222000	

Requested by: **[Signature]**
 Name: **Kaung Htet Zaw**
 (Requestor)

Approved by: **[Signature]**
 (DH)
ZMS

Approved by: **[Signature]**
 (GM/AGM/COO)
Ahn Tun Myi Nwe

Checked by: **[Signature]**
 (HR)
ZMS
 05-CHL-HRM-FRM-020-05

No.	Date	Name	Position Level	From	To	Hours	Amount	Remark
15	11-Feb-25							
16	13-Feb-25	T&B BU	Driver	6:00	8:00	2	2400	
		T&B BU	Driver	17:00	19:00	2.5	3000	
17	14-Feb-25	T&B BU	Driver	6:00	8:00	2	2400	
		T&B BU	Driver	17:00	19:00	2.5	3000	
18	17-Feb-25	T&B BU	Driver	6:00	8:00	2	2400	
		T&B BU	Driver	17:00	19:00	2.5	3000	
19	18-Feb-25	T&B BU	Driver	6:00	8:00	2	2400	
		T&B BU	Driver	17:00	19:00	2.5	3000	
20	19-Feb-25	T&B BU	Driver	6:00	8:00	2	2400	
		T&B BU	Driver	17:00	19:00	2.5	3000	
21	20-Feb-25	T&B BU	Driver	6:00	8:00	2	2400	
		T&B BU	Driver	17:00	19:00	2.5	3000	
22	21-Feb-25	T&B BU	Driver	6:00	8:00	2	2400	
		T&B BU	Driver	17:00	19:00	2.5	3000	

OVERTIME REQUEST for Driver Feb'25

BU/BR/Div Name				T&B BU (ISUZU BU)						
Department				Administration						
Reason for Overtime				Ferry Way (Hlaing Thar Yar to ISUZU Compass Auto)						
Date	BU/BR/Div Name	Department Name	Name	Rank	Time		Hour	Hour Price	Amount	Remark
					From	To				
24-Jan-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	2,400	
			Kaung Htet Zaw	1A	17:00	19:30	2.5	1200	3,000	
25-Jan-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	2,400	
			Kaung Htet Zaw	1A	17:00	19:00	2.5	1200	3,000	
27-Jan-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	2,400	
			Kaung Htet Zaw	1A	17:00	19:00	2.5	1200	3,000	
28-Jan-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	2,400	
			Kaung Htet Zaw	1A	17:00	19:00	2.5	1200	3,000	
30-Jan-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	2,400	
			Kaung Htet Zaw	1A	17:00	19:00	2.5	1200	3,000	
31-Jan-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	2,400	
			Kaung Htet Zaw	1A	17:00	19:30	2.5	1200	3,000	
3-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	2,400	
			Kaung Htet Zaw	1A	17:00	19:00	3	1200	3,600	
4-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	2,400	
			Kaung Htet Zaw	1A	17:00	19:00	2.5	1200	3,000	
5-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	2,400	
			Kaung Htet Zaw	1A	17:00	19:00	2.5	1200	3,000	
6-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	2,400	
			Kaung Htet Zaw	1A	17:00	19:00	2.5	1200	3,000	
7-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	2,400	
			Kaung Htet Zaw	1A	17:00	19:00	2	1200	2,400	
8-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	2,400	
			Kaung Htet Zaw	1A	17:00	19:00	2.5	1200	3,000	
10-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	2,400	
			Kaung Htet Zaw	1A	17:00	19:00	2.5	1200	3,000	
11-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	2,400	
			Kaung Htet Zaw	1A	17:00	19:00	3	1200	3,600	
11-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	2,400	
			Kaung Htet Zaw	1A	17:00	19:00	3	1200	3,600	
13-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	2,400	
			Kaung Htet Zaw	1A	17:00	19:00	2.5	1200	3,000	
14-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	2,400	
			Kaung Htet Zaw	1A	17:00	19:00	2.5	1200	3,000	
17-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	2,400	
			Kaung Htet Zaw	1A	17:00	19:00	2.5	1200	3,000	
18-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	2,400	
			Kaung Htet Zaw	1A	17:00	19:00	2.5	1200	3,000	
19-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	2,400	
			Kaung Htet Zaw	1A	17:00	19:00	2.5	1200	3,000	
20-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	2,400	
			Kaung Htet Zaw	1A	17:00	19:00	2.5	1200	3,000	
20-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	2,400	
			Kaung Htet Zaw	1A	17:00	19:00	2.5	1200	3,000	
21-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	2,400	
			Kaung Htet Zaw	1A	17:00	19:00	2.5	1200	3,000	
22-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00	8:00	2	1200	2,400	
			Kaung Htet Zaw	1A	17:00	19:00	3	1200	3,600	
Total Hours							100.5	52800	120,600	



OVERTIME REQUEST FORM

BU/BR/DIV Name : T & B BU
 Department Name : Cleaner
 Reason for Overtime : cleaning

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	1-2-25	Elon Eshenior	CLEANER	08:00	17:00	8 hr	9600	Cleaning
Total Hours						8 hr	9,600	
Total Amount								

Requested by
 Sign:
 Name: Elon Eshenior
 (Requestor)

Approved by

 20/2/2025
 (DH)
 ZMS

Approved by

 26.2.25
 (GM/AGM/COO)
 blin Tug Alie

Checked by

 20/2/2025
 (HR)
 ZMS
 05-CHL-HRM-FRM-020-05

20.2.25
 KAML

OVERTIME SUMMARY DATA For Security (Feb'25)

No	Over Time Date	BU/BR/Div Name	Department Name	Name	Rank	Position	Time		Hours	1 Hour Price	Amount	Remark
							From	To				
1	1-Feb-25	T&B BU	Administration	Tin Maun Latt		Cleaner	8:00 AM	17:00 PM	8	1,200	9,600	
								Total Hours	8	1,200	9,600	
								Total Amount	8	1,200	9,600	



OVERTIME REQUEST FORM

BU/BR/DIV Name : T & B
 Department Name : Administration
 Reason for Overtime : Ferry way

No.	Date	Name	Position Level	Time		Hours	Amount	Remark	
				From	To				
1.	24.1.25	Mjint Myat Thu	Service	6:00 AM	7:00 PM		10,000/	Dinner 30 min	
2.	25.1.25	u	u	6:00 AM	7:00 PM		10,000/	2:55 to 5:00	
3.	27.1.25	u	u	6:00 AM	7:00 PM		10,000/	6:00 AM to 7:00 PM	
4.	28.1.25	u	u	6:00 AM	7:00 PM		10,000/		
5.	30.1.25	u	u	6:00 AM	7:00 PM		10,000/		
6.	31.1.25	u	u	6:00 AM	7:00 PM		10,000/		
7.	20.2.25	u	u	5:00 PM	7:30 PM	2:30 hr	3,000/		
Total Hours								6,3000/	
Total Amount									

Requested by
 Sign : Mjint Myat Thu
 Name :
 (Requestor)

Approved by

 21/21/2025
 (DH)
 ZMS

Approved by

 (GM/AGM/COO)
 Mjint Myat Thu

Checked by

 21/21/2025
 (HR)
 ZMS

05-CHL-HRM-FRM-020-05
 Ceia 20.2.25
 KMMML

OVERTIME REQUEST for Driver Feb'25

BU/BR/Div Name		T&B BU (ISUZU BU)									
Department		Administration									
Reason for Overtime		Ferry Way (Hlaing Thar Yar to ISUZU Compass Auto)									
No	Over Time Date	BU/BR/Div Name	Department Name	Name	Rank	Time		Hour	Hour Price	Amount	Remark
						From	To				
1	24-Jan-25	T&B BU	Driver	Myat Thu	1A	6:00	19:00		10,000	-	Driver ဖွဲ့စည်းထားသော ကျွန်ုပ်တို့၏ စာမောင်ပေးခြင်း (6:00AM to 7:00PM)
2	25-Jan-25	T&B BU	Driver	Myat Thu	1A	6:00	19:00		10,000		Driver ဖွဲ့စည်းထားသော ကျွန်ုပ်တို့၏ စာမောင်ပေးခြင်း (6:00AM to 7:00PM)
3	27-Jan-25	T&B BU	Driver	Myat Thu	1A	6:00	19:00		10,000		Driver ဖွဲ့စည်းထားသော ကျွန်ုပ်တို့၏ စာမောင်ပေးခြင်း (6:00AM to 7:00PM)
4	28-Jan-25	T&B BU	Driver	Myat Thu	1A	6:00	19:00		10,000		Driver ဖွဲ့စည်းထားသော ကျွန်ုပ်တို့၏ စာမောင်ပေးခြင်း (6:00AM to 7:00PM)
5	30-Jan-25	T&B BU	Driver	Myat Thu	1A	6:00	19:00		10,000		Driver ဖွဲ့စည်းထားသော ကျွန်ုပ်တို့၏ စာမောင်ပေးခြင်း (6:00AM to 7:00PM)
6	31-Jan-25	T&B BU	Driver	Myat Thu	1A	6:00	19:00		10,000		Driver ဖွဲ့စည်းထားသော ကျွန်ုပ်တို့၏ စာမောင်ပေးခြင်း (6:00AM to 7:00PM)
7	20-Feb-25	T&B BU	Driver	Myat Thu	1A	6:00	19:00		3,000		Driver Way ဝမ်းကြောင်း ကျခံရသော ကျွန်ုပ်တို့၏ စာမောင်ပေးခြင်း
Total Hours								0	63,000	-	



OVERTIME REQUEST FORM

BU/BR/DIV Name : T&B BU

Department Name : Admin

Reason for Overtime : PJB, Holiday day

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	25-1-25	B. Sace B. Sace	Security	07 : 00	17 : 00	8 hr	8000	3.5 hr (PJB)
2	29-1-25	"	"	07 : 00	17 : 00	8 hr	8000	0.5 hr (PJB)
3	12-2-25	"	"	17 : 00	07 : 00	8 hr	8000	0.5 hr (PJB)
				Total Hours		24 hr	24000	
				Total Amount				

Requested by

[Signature]

Sign :
Name : H SAW AUNG
(Requestor)

Approved by

[Signature]
25/1/25

(DHD)
ZMS

Approved by

[Signature]
28/1/25

(GM/AGM/COO)
John King John

Checked by

[Signature]
29/1/25

(HR)
05-CHL-HRM-FRM-020-05

ZMS

[Signature]
29/1/25



OVERTIME REQUEST FORM

BU/BR/DIV Name : T & B BU

Department Name : Admin

Reason for Overtime : PUB, Holiday

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	24-1-25	B. Sessan	Security	07 : 00	17 : 00	8 hr	8 000	3E 3m. GPT
2	28-1-25	U	U	07 : 00	17 : 00	8 hr	8 000	3E 3m. GPT
3	29-1-25	U	U	07 : 00	17 : 00	8 hr	8 000	3E 3m. GPT
4	10-2-25	U	U	07 : 00	17 : 00	8 hr	8 000	U-2-M-H GPT
5	12-2-25	U	U	07 : 00	17 : 00	8 hr	8 000	3E 3m. GPT
				Total Hours		40 hr	40000	
				Total Amount				

Requested by

Sign : U Saver
Name : U Saver (Requestor)

Approved by

20/1/21/2025
(DH)
ZMS

Approved by

(GM/AGM/COO)
Wahin King, Nur

Checked by

20/1/21/2025
(HR)
ZMS
05-CHL-HRM-FRM-020-05

OVERTIME SUMMARY DATA For Security (Feb'25)

No	Over Time Date	BU/BR/Div Name	Department Name	Name	Rank	Position	Time		Hours	1 Hour Price	Amount	Remark
							From	To				
1	25-Jan-25	T&B BU	Administration	Khin Maung Myint	1A	Security	7:00 AM	17:00 PM	8	1,000	8,000	
2	28-Jan-25	T&B BU	Administration	Khin Maung Myint	1A	Security	17:00 PM	7:00 AM	8	1,000	8,000	
3	29-Jan-25	T&B BU	Administration	Khin Maung Myint	1A	Security	17:00 PM	7:00 AM	8	1,000	8,000	
4	10-Feb-25	T&B BU	Administration	Khin Maung Myint	1A	Security	17:00 PM	7:00 AM	8	1,000	8,000	
5	12-Feb-25	T&B BU	Administration	Khin Maung Myint	1A	Security	17:00 PM	7:00 AM	8	1,000	8,000	
6	29-Jan-25	T&B BU	Administration	San Wai	1A	Security	17:00 PM	7:00 AM	8	1,000	8,000	
7	12-Jan-25	T&B BU	Administration	San Wai	1A	Security	17:00 PM	7:00 AM	8	1,000	8,000	
8	23-Feb-25	T&B BU	Administration	San Wai	1A	Security	17:00 PM	7:00 AM	8	1,000	8,000	
9	25-Jan-25	T&B BU	Administration	Zaw Min Han	1A	Security	7:00 AM	17:00 PM	8	1,000	8,000	
10	29-Jan-25	T&B BU	Administration	Zaw Min Han	1A	Security	7:00 AM	17:00 PM	8	1,000	8,000	
11	12-Feb-25	T&B BU	Administration	Zaw Min Han	1A	Security	17:00 PM	7:00 AM	8	1,000	8,000	
12	29-Jan-25	T&B BU	Administration	Saw Aun Nage	1A	Security	7:00 AM	17:00 PM	8	1,000	8,000	
13	11-Feb-25	T&B BU	Administration	Saw Aun Nage	1A	Security	17:00 PM	7:00 AM	8	1,000	8,000	
14	12-Feb-25	T&B BU	Administration	Saw Aun Nage	1A	Security	7:00 AM	17:00 PM	8	1,000	8,000	
15	21-Feb-25	T&B BU	Administration	Saw Aun Nage	1A	Security	7:00 AM	17:00 PM	8	1,000	8,000	
								Total Hours	120	15,000	120,000	
								Total Amount				

OVERTIME SUMMARY DATA for Service Dept

No	Over Time Date	Name	Rank	Position	Time		Hours	Amount	Reason for Overtime	Remark
					From	To				
1	26-Jan-25	Myint Myat Thu	3B	Junior Mechanic	8:30	17:30	8:00	9600	9R/7817,2Q/6281,7M/6684,3Q/8092	
2	26-Jan-25	Swam Saung	2C	JMCDP	8:30	17:30	8:00	9600	9R/7817,2Q/6281,7M/6684,3Q/8092	
3	26-Jan-25	Nyan Hein Soe	2A	JMCDP	8:30	17:30	8:00	9600	9R/7817,2Q/6281,7M/6684,3Q/8092	
4	26-Jan-25	Ye Yint Naing	2A	JMCDP	8:30	17:30	8:00	9600	9R/7817,2Q/6281,7M/6684,3Q/8092	
5	1-Feb-25	Myint Myat Thu	3B	Junior Mechanic	8:30	17:30	8:00	9600	7E/6513	
6	1-Feb-25	Swam Saung	2C	JMCDP	8:30	17:30	8:00	9600	7E/6513	
7	1-Feb-25	Ye Yint Naing	2A	JMCDP	8:30	17:30	8:00	9600	7E/6513	
8	1-Feb-25	Tin Ohn Kyaw	2A	MCDF	8:30	17:30	8:00	9600	7E/6513	
9	2-Feb-25	Myint Myat Thu	3B	Junior Mechanic	8:30	17:30	8:00	9600	2Q/6277,6J/6383,2Q/6281,3Q/7732,9Q/1645	
10	2-Feb-25	Nyan Hein Soe	2A	JMCDP	8:30	17:30	8:00	9600	2Q/6277,6J/6383,2Q/6281,3Q/7732,9Q/1645	
11	2-Feb-25	Tin Ohn Kyaw	2A	MCDF	8:30	17:30	8:00	9600	2Q/6277,6J/6383,2Q/6281,3Q/7732,9Q/1645	
12	5-Feb-25	Myint Myat Thu	3B	Junior Mechanic	17:30	19:30	2:00	2400	6L/2697	
13	5-Feb-25	Thet Paing Htwe	2A	JMCDP	17:30	19:30	2:00	2400	6L/2697	
14	7-Feb-25	Myint Myat Thu	3B	Junior Mechanic	17:30	19:30	2:00	2400	5Q/8332	
15	7-Feb-25	Thet Paing Htwe	2A	JMCDP	17:30	19:30	2:00	2400	5Q/8332	
16	7-Feb-25	Swam Saung	2C	JMCDP	17:30	19:30	2:00	2400	5Q/8332	
17	9-Feb-25	Myint Myat Thu	3B	Junior Mechanic	8:30	17:30	8:00	9600	9Q/1645,6J/6370,2Q/6281,3Q/8092,2Q/6277	
18	9-Feb-25	Nyan Hein Soe	2A	JMCDP	8:30	17:30	8:00	9600	9Q/1645,6J/6370,2Q/6281,3Q/8092,2Q/6277	
19	9-Feb-25	Ye Yint Naing	2A	JMCDP	8:30	17:30	8:00	9600	9Q/1645,6J/6370,2Q/6281,3Q/8092,2Q/6277	
20	15-Feb-25	Myint Myat Thu	3B	Junior Mechanic	8:30	17:30	8:00	9600	6L/2697	
21	15-Feb-25	Nyan Hein Soe	2A	JMCDP	8:30	17:30	8:00	9600	6L/2697	
22	16-Feb-25	Myint Myat Thu	3B	Junior Mechanic	8:30	17:30	8:00	9600	6J/6383,2Q/6277,3Q/8092,3Q/7732	
23	16-Feb-25	Thet Paing Htwe	2A	JMCDP	8:30	17:30	8:00	9600	6J/6383,2Q/6277,3Q/8092,3Q/7732	
24	16-Feb-25	Ye Yint Naing	2A	JMCDP	8:30	17:30	8:00	9600	6J/6383,2Q/6277,3Q/8092,3Q/7732	
25	16-Feb-25	Htet Wai Yan	2C	AGMDF	8:30	17:30	8:00	9600	6J/6370,6L/2697,2Q/6281,9Q/1645,9R/7837	
26	23-Feb-25	Myint Myat Thu	3B	Junior Mechanic	8:30	17:30	8:00	9600	6J/6370,6L/2697,2Q/6281,9Q/1645,9R/7837	
27	23-Feb-25	Htet Wai Yan	2C	AGMDF	8:30	17:30	8:00	9600	6J/6370,6L/2697,2Q/6281,9Q/1645,9R/7837	
28	23-Feb-25	Swam Saung	2C	JMCDP	8:30	17:30	8:00	9600	6J/6370,6L/2697,2Q/6281,9Q/1645,9R/7837	
29	23-Feb-25	Ye Yint Naing	2A	JMCDP	8:30	17:30	8:00	9600	6J/6370,6L/2697,2Q/6281,9Q/1645,9R/7837	
30	23-Feb-25	Nyan Hein Soe	2A	JMCDP	8:30	17:30	8:00	9600	6J/6370,6L/2697,2Q/6281,9Q/1645,9R/7837	
							Total Hours	162:00:00	252000	
							Total Amount			