



29

No. 592, Bo Aung Kyaw street, Yangon~Pathein Highway Road, Hlaing Thar Yar Tsp, Yangon.  
Tel: (95-1) 645 178~182, 685 199 Fax : (95-1) 645 211

### PAYMENT VOUCHER

Payment Voucher No. : **98125**  
Date : **7.8.2024**

Applicant	Adm. Manager	GM

Purpose	Remarks
Cash claim for overtime charge	Cash claim for overtime charges
Pay to Win War Htwe	
Amount 158,400/-	
Mode of Payment	
For Account Use	

Received the sum of  
being payment of the above .....

Date : **7.8.2024**

Name/NRC No. : **Win War Htwe**

Signature :



CASH CLAIM FORM

Date : 24.2.2024 5.8.24

BU/BR/Division : Renewable Energy

Department : Service

Issue Amount : 158,400Kyats/.....USD

Budget include (or) Not :

Yes [ ] Budgeted Title and Amount : Materials Charges
No [ ] Reasons for :

Overtime

Required For:

- Cash claim for overtimes charges ;
2.2.2024 - For transport the materials to Tachileik and Yay Ni = 14,400
3.2.2024 - For transport the materials to Tachileik and Yay Ni = 13,200
14.2.2024 - For change battery at customer U Aung Kyaw Soe(Thuwana) = 10,800
17.2.2024 - For transport the panel to Mandalay Waterboom = 9,600
18.2.2024 - For Inverter and Battery installation at Daw Pan Ei (North Dagon) = 36,000
19.2.2024 - For Inverter and Battery installation at Daw Pan Ei (North Dagon) = 12,000
20.2.2024 - For Inverter and Battery installation at Daw Pan Ei (North Dagon) = 16,800
21.2.2024 - For Inverter and Battery installation at Daw Pan Ei (North Dagon) = 19,200
22.2.2024 - For Inverter and Battery installation at Daw Pan Ei (North Dagon) = 26,400

မှတ်ချက်။

(၁) အဆင့်ဆင့်သက်ဆိုင်ရာတာဝန်ရှိသူကြီးမင်းများအားလုံး သေချာစွာစစ်ဆေးတွက်ချက်ပြီးထားသော 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: May Phyo Thu (Requester)
Checked By: Aung Ko Ko Oo (Mgr/DH)
Checked By: Nway Nway (Finance & Account)
Approved By: Phyo Thu (GM/AGM/COO)
Approved By: [Signature] (CMC/CEO/Chairwoman) 07/03/2024

Nyein Ei Ei Khany
5/3/24





### OVERTIME REQUEST FORM

BU/BR/Div Name : Renewable Energy  
 Department : Service  
 Reason for Overtime : For transport the materials to Tachileik and Yay Ni

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	2.2.2024	Zwel Pyaesone Aung		5:00:00 PM	9:00:00 PM	4	4,800	
2	2.2.2024	Aung Than Kyaw		5:00:00 PM	9:00:00 PM	4	4,800	
3	2.2.2024	Nan Oo		5:00:00 PM	9:00:00 PM	4	4,800	
						<b>Total Hours</b>	12	
						<b>Total Amount</b>	14,400	

Prepared By: [Signature] Name: May Phyto Thu  
 Knowledge By: [Signature] Name: Aung Ko Ko Oo  
 Approved By (GM/AGM/COO): [Signature] Name: Phyto Thu  
 Check By HR: [Signature] Name: Nyein Ei Ei Khaing  
 05-CHL-HRM-FRM-020-04



### OVERTIME REQUEST FORM

BU/BR/Div Name : Renewable Energy  
 Department : Service  
 Reason for Overtime : For transport the materials to Tachileik and Yay Ni

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	3.2.2024	Myo Thanda Kyaw		8:00:00 AM	2:00:00 PM	5:30	6,600	
2	3.2.2024	Aung Than Kyaw		8:00:00 AM	2:00:00 PM	5:30	6,600	
						<b>Total Hours</b>	11	
						<b>Total Amount</b>	13,200	

Prepared By: [Signature] Name: May Phyto Thu  
 Knowledge By: [Signature] Name: Aung Ko Ko Oo  
 Approved By (GM/AGM/COO): [Signature] Name: Phyto Thu  
 Check By HR: [Signature] Name: Nyein Ei Ei Khaing  
 05-CHL-HRM-FRM-020-04



### OVERTIME REQUEST FORM

BU/BR/Div Name : Renewable Energy  
 Department : Service  
 Reason for Overtime : For change battery at customer U Aung Kyaw Soe(Thuwana)

: Renew  
 : Service  
 : For In  
 BU/BR/Div Name  
 Department  
 Reason for Overtime

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	14.2.2024	Chit Ko Ko Min		5:00:00 PM	8:00:00 PM	3	3,600	
2	14.2.2024	Zwel Pyaesone Aung		5:00:00 PM	8:00:00 PM	3	3,600	
3	14.2.2024	Aung Phyo Thu		5:00:00 PM	8:00:00 PM	3	3,600	

Total Hours	9	10,800
Total Amount		

Prepared By: [Signature] Name: May Phyo Thu  
 Knowledge By: [Signature] Name: Aung Ko Ko Oo  
 Approved By (GM/AGM/COO): [Signature] Name: Phyo Thu  
 Check By HR: [Signature] Name: Nyein Ei Ei Khaing  
 05-CHL-HRM-FRM-020-04



### OVERTIME REQUEST FORM

BU/BR/Div Name : Renewable Energy  
 Department : Service  
 Reason for Overtime : For transport the panel to Mandalay Waterboom

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	17.2.2024	Myo Thanda Kyaw		8:00:00 AM	12:00:00 PM	4	4,800	
2	17.2.2024	Shwe Zin Htike		8:00:00 AM	12:00:00 PM	4	4,800	

Total Hours	8	9,600
Total Amount		

Prepared By: [Signature] Name: May Phyo Thu  
 Knowledge By: [Signature] Name: Aung Ko Ko Oo  
 Approved By (GM/AGM/COO): [Signature] Name: Phyo Thu  
 Check By HR: [Signature] Name: Nyein Ei Ei Khaing  
 05-CHL-HRM-FRM-020-04



# OVERTIME REQUEST FORM

BU/BR/Div Name : Renewable Energy  
 Department : Service  
 Reason for Overtime : For Inverter and Battery installation at Daw Pan Ei (North Dagon)

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	18.2.2024	Chit Ko Ko Min		8:00:00 AM	7:00:00 PM	10	3,600	12000
2	18.2.2024	Zwel Pyaesone Aung		8:00:00 AM	7:00:00 PM	10	3,600	12000
3	18.2.2024	Aung Phyo Thu		8:00:00 AM	7:00:00 PM	10	3,600	12000
						<b>Total Hours</b>	30	
						<b>Total Amount</b>	36,000	

Prepared By  
 Name: May Phyo Thu

Knownledged By  
 Name: Aung Ko Ko Oo

Approved By  
 (GM/AGM/COO)  
 Ig approved.  
 Name: Phyo Thu

Check By HR  
 Name: Nyein Ei Ei Khaing  
 05-CHL-HRM-FRM-020-04



# OVERTIME REQUEST FORM

BU/BR/Div Name : Renewable Energy  
 Department : Service  
 Reason for Overtime : For Inverter and Battery installation at Daw Pan Ei (North Dagon)

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	19.2.2024	Chit Ko Ko Min		5:00:00 PM	7:30:00 PM	2:30	3,000	
2	19.2.2024	Arkar Kyaw		5:00:00 PM	7:30:00 PM	2:30	3,000	
3	19.2.2024	Aung Phyo Thu		5:00:00 PM	7:30:00 PM	2:30	3,000	
4	19.2.2024	Zwel Pyaesone Aung		5:00:00 PM	7:30:00 PM	2:30	3,000	
						<b>Total Hours</b>	10	
						<b>Total Amount</b>	12,000	

Prepared By  
 Name: May Phyo Thu

Knownledged By  
 Name: Aung Ko Ko Oo

Approved By  
 (GM/AGM/COO)  
 Ig approved.  
 Name: Phyo Thu

Check By HR  
 Name: Nyein Ei Ei Khaing  
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# OVERTIME REQUEST FORM

BU/BR/Div Name : Renewable Energy  
 Department : Service  
 Reason for Overtime : For Inverter and Battery installation at Daw Pan Ei (North Dagon)

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	20.2.2024	Chit Ko Ko Min		5:00:00 PM	8:30:00 PM	3:30	4,200	
2	20.2.2024	Arkar Kyaw		5:00:00 PM	8:30:00 PM	3:30	4,200	
3	20.2.2024	Aung Phyto Thu		5:00:00 PM	8:30:00 PM	3:30	4,200	
4	20.2.2024	Zwel Pyaesone Aung		5:00:00 PM	8:30:00 PM	3:30	4,200	

Total Hours	14	16,800
Total Amount		

Prepared By: [Signature] Name: May Phyto Thu  
 Knowledge By: [Signature] Name: Aung Ko Ko Oo  
 Approved By (GM/AGM/COO): [Signature] Name: Phyto Thu  
 Check By HR: [Signature] Name: Nyein Ei Ei Khaing 5/3/24

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# OVERTIME REQUEST FORM

BU/BR/Div Name : Renewable Energy  
 Department : Service  
 Reason for Overtime : For Inverter and Battery installation at Daw Pan Ei (North Dagon)

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	21.2.2024	Chit Ko Ko Min		5:00:00 PM	9:00:00 PM	4	4,800	
2	21.2.2024	Arkar Kyaw		5:00:00 PM	9:00:00 PM	4	4,800	
3	21.2.2024	Aung Phyto Thu		5:00:00 PM	9:00:00 PM	4	4,800	
4	21.2.2024	Zwel Pyaesone Aung		5:00:00 PM	9:00:00 PM	4	4,800	

Total Hours	16	19,200
Total Amount		

Prepared By: [Signature] Name: May Phyto Thu  
 Knowledge By: [Signature] Name: Aung Ko Ko Oo  
 Approved By (GM/AGM/COO): [Signature] Name: Phyto Thu  
 Check By HR: [Signature] Name: Nyein Ei Ei Khaing 5/3

05-CHL-HRM-FRM-020-04





10:35 AM ✓✓

ကိုကြီး approve လေးပေးပေးပါအုံးရှင် 🙏  
🙏 12:04 PM ✓✓

Wint War  
ကိုကြီး Myeik က TA တစ်လစာ adv cl...  
Okay 12:22 PM

Wint War  
ကိုကြီး OT Claim ရန်တွက် လက်မှတ်...  
Okay 12:22 PM

Wint War  
ကိုကြီး yamethin site တုန်းက taxi ch...  
Okay 12:22 PM

Wint War  
ကိုကြီး Hpa An site တုန်းက taxi char...  
Okay 12:23 PM

Wint War  
ကိုကြီး Mandalay site တုန်းက taxi ch...  
Okay 🙏🙏 12:23 PM

ကျေးဇူးပါနော်ကိုကြီး edited 12:29 PM ✓✓

