

T&B BU OT list for Mar'25				
No	Description	Department	Amount	Sign
1	T&B OT for Mar'25	Service	230,400	For [Signature]
2		Driver KHZ	108,600	[Signature]
3		Driver PYN	102,600	[Signature]
4		Driver MMT	4,800	For [Signature]
5		Security	368,000	[Signature]
Total Amount			814,400	
Advance			1,000,000	
Balane			185,600	

16/3/2025  
Zu Mar Sec

Cerin  
Khin Moh Moh Lwin  
26.3.25

OVERTIME SUMMARY DATA for Service Dept

No	Over Time Date	BU	Department Name	Name	Rank	Position	Time		Hours	1 Hour Price	Amount	Reason for Overtime	Remark
							From	To					
1	2-Mar-25	T&B	Service	Myint Myat Thu	3B	Senior Mechanic	8.30AM	17.30 PM	8	1,200	9,600	636383,7M6684,9Q1643,3Q8092,1N2644,1N2645	
2	2-Mar-25	T&B	Service	Yan Naung Win	3A	Senior Mechanic	8.30AM	17.30 PM	8	1,200	9,600	636383,7M6684,9Q1643,3Q8092,1N2644,1N2645	
3	2-Mar-25	T&B	Service	Htet Wai Yan	2C	AGMDF	8.30AM	17.30 PM	8	1,200	9,600	636383,7M6684,9Q1643,3Q8092,1N2644,1N2645	
4	2-Mar-25	T&B	Service	Myo Min Kyaw	1B	JMCDP	8.30AM	17.30 PM	8	1,200	9,600	636383,7M6684,9Q1643,3Q8092,1N2644,1N2645	
5	2-Mar-25	T&B	Service	Nyan Hein Soe	2A	JMCDP	8.30AM	17.30 PM	8	1,200	9,600	636383,7M6684,9Q1643,3Q8092,1N2644,1N2645	
6	2-Mar-25	T&B	Service	Ye Yint Naing	2A	JMCDP	8.30AM	17.30 PM	8	1,200	9,600	636383,7M6684,9Q1643,3Q8092,1N2644,1N2645	
7	2-Mar-25	T&B	Service	Tin Oun Kyaw	2A	MCDF	8.30AM	17.30 PM	8	1,200	9,600	636383,7M6684,9Q1643,3Q8092,1N2644,1N2645	
8	9-Mar-25	T&B	Service	Myint Myat Thu	3B	Senior Mechanic	8.30AM	17.30 PM	8	1,200	9,600	9Q1643,2Q8281,636378,6L2697	
9	9-Mar-25	T&B	Service	Myo Min Kyaw	1B	JMCDP	8.30AM	17.30 PM	8	1,200	9,600	9Q1643,2Q8281,636378,6L2697	
10	9-Mar-25	T&B	Service	Ye Yint Naing	2A	JMCDP	8.30AM	17.30 PM	8	1,200	9,600	9Q1643,2Q8281,636378,6L2697	
11	13-Mar-25	T&B	Service	Myint Myat Thu	3B	Senior Mechanic	8.30AM	17.30 PM	8	1,200	9,600	5P5709,9B7802,9B7837	
12	13-Mar-25	T&B	Service	Yan Naung Win	3A	Senior Mechanic	8.30AM	17.30 PM	8	1,200	9,600	5P5709,9B7802,9B7837	
13	13-Mar-25	T&B	Service	Myo Min Kyaw	1B	JMCDP	8.30AM	17.30 PM	8	1,200	9,600	5P5709,9B7802,9B7837	
14	13-Mar-25	T&B	Service	Min Hsein Khant	2B	Junior Mechanic	8.30AM	17.30 PM	8	1,200	9,600	5P5709,9B7802,9B7837	
15	13-Mar-25	T&B	Service	Thet Paing Htwe	2A	JMCDP	8.30AM	17.30 PM	8	1,200	9,600	5P5709,9B7802,9B7837	
16	13-Mar-25	T&B	Service	Ye Yint Naing	2A	JMCDP	8.30AM	17.30 PM	8	1,200	9,600	5P5709,9B7802,9B7837	
17	16-Mar-25	T&B	Service	Myint Myat Thu	3B	Senior Mechanic	8.30AM	17.30 PM	8	1,200	9,600	9Q1643,2Q8277,636383	
18	16-Mar-25	T&B	Service	Nyan Hein Soe	2A	JMCDP	8.30AM	17.30 PM	8	1,200	9,600	9Q1643,2Q8277,636383	
19	16-Mar-25	T&B	Service	Ye Yint Naing	2A	JMCDP	8.30AM	17.30 PM	8	1,200	9,600	9Q1643,2Q8277,636383	
20	23-Mar-25	T&B	Service	Myint Myat Thu	3B	Senior Mechanic	8.30AM	17.30 PM	8	1,200	9,600	2Q8277,9B7837,636378,7M6684,9Q1643,2Q8281	
21	23-Mar-25	T&B	Service	Htet Wai Yan	2C	AGMDF	8.30AM	17.30 PM	8	1,200	9,600	2Q8277,9B7837,636378,7M6684,9Q1643,2Q8281	
22	23-Mar-25	T&B	Service	Tin Oun Kyaw	2A	MCDF	8.30AM	17.30 PM	8	1,200	9,600	2Q8277,9B7837,636378,7M6684,9Q1643,2Q8281	
23	23-Mar-25	T&B	Service	Yar Zar Lin	2A	JMCDP	8.30AM	17.30 PM	8	1,200	9,600	2Q8277,9B7837,636378,7M6684,9Q1643,2Q8281	
24	23-Mar-25	T&B	Service	Ye Yint Naing	2A	JMCDP	8.30AM	17.30 PM	8	1,200	9,600	2Q8277,9B7837,636378,7M6684,9Q1643,2Q8281	
								Total Amount	192	28,800	230,400	✓	

**OVERTIME REQUEST for Driver Mar'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-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00 AM	8:00 AM	2	1,200	2,400	
				Kaung Htet Zaw	1A	5:00 PM	8:30 PM	3.5	1,200	4,200	
2	25-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00 AM	8:00 AM	2	1,200	2,400	
				Kaung Htet Zaw	1A	5:00 PM	8:00 PM	3	1,200	3,600	
3	26-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00 AM	8:00 AM	2	1,200	2,400	
				Kaung Htet Zaw	1A	5:00 PM	7:30 PM	2.5	1,200	3,000	
4	27-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00 AM	8:00 AM	2	1,200	2,400	
				Kaung Htet Zaw	1A	5:00 PM	8:00 PM	3	1,200	3,600	
5	28-Feb-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00 AM	8:00 AM	2	1,200	2,400	
				Kaung Htet Zaw	1A	5:00 PM	7:30 PM	2.5	1,200	3,000	
6	3-Mar-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00 AM	8:00 AM	2	1,200	2,400	
				Kaung Htet Zaw	1A	5:00 PM	8:00 PM	3	1,200	3,600	
7	4-Mar-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00 AM	8:00 AM	2	1,200	2,400	
				Kaung Htet Zaw	1A	5:00 PM	7:30 PM	2.5	1,200	3,000	
8	5-Mar-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00 AM	8:00 AM	2	1,200	2,400	
				Kaung Htet Zaw	1A	5:00 PM	7:30 PM	2.5	1,200	3,000	
9	6-Mar-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00 AM	8:00 AM	2	1,200	2,400	
				Kaung Htet Zaw	1A	5:00 PM	8:00 PM	3	1,200	3,600	
10	7-Mar-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00 AM	8:00 AM	2	1,200	2,400	
				Kaung Htet Zaw	1A	5:00 PM	7:30 PM	2.5	1,200	3,000	
11	8-Mar-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00 AM	8:00 AM	2	1,200	2,400	
				Kaung Htet Zaw	1A	5:00 PM	8:00 PM	3	1,200	3,600	
12	10-Mar-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00 AM	8:00 AM	2	1,200	2,400	
				Kaung Htet Zaw	1A	5:00 PM	8:00 PM	3	1,200	3,600	
13	11-Mar-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00 AM	8:00 AM	2	1,200	2,400	
				Kaung Htet Zaw	1A	5:00 PM	7:30 PM	2.5	1,200	3,000	
14	17-Mar-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00 AM	8:00 AM	2	1,200	2,400	
				Kaung Htet Zaw	1A	5:00 PM	7:30 PM	2.5	1,200	3,000	
15	18-Mar-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00 AM	8:00 AM	2	1,200	2,400	
				Kaung Htet Zaw	1A	5:00 PM	8:00 PM	3	1,200	3,600	
16	19-Mar-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00 AM	8:00 AM	2	1,200	2,400	
				Kaung Htet Zaw	1A	5:00 PM	8:00 PM	3	1,200	3,600	
17	20-Mar-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00 AM	8:00 AM	2	1,200	2,400	
				Kaung Htet Zaw	1A	5:00 PM	7:30 PM	2.5	1,200	3,000	
18	21-Mar-25	T&B BU	Driver	Kaung Htet Zaw	1A	6:00 AM	8:00 AM	2	1,200	2,400	
				Kaung Htet Zaw	1A	5:00 PM	8:30 PM	3.5	1,200	4,200	
19	22-Mar-25	T&B BU	Driver	Kaung Htet Zaw	1A	5:00 PM	8:30 PM	3.5	1,200	4,200	
Total Hours								90.5	1,200	108,600	✓

## OVERTIME REQUEST for Driver Mar'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-Feb-25	T&B BU	Driver	Pyae Phyto Naing	1A	6:00 AM	8:00 AM	2	1,200	2,400	
				Pyae Phyto Naing	1A	5:00 PM	7:30 PM	2.5	1,200	3,000	
2	25-Feb-25	T&B BU	Driver	Pyae Phyto Naing	1A	6:00 AM	8:00 AM	2	1,200	2,400	
				Pyae Phyto Naing	1A	5:00 PM	7:30 PM	2.5	1,200	3,000	
4	26-Feb-25	T&B BU	Driver	Pyae Phyto Naing	1A	6:00 AM	8:00 AM	2	1,200	2,400	
				Pyae Phyto Naing	1A	5:00 PM	7:30 PM	2.5	1,200	3,000	
5	27-Feb-25	T&B BU	Driver	Pyae Phyto Naing	1A	6:00 AM	8:00 AM	2	1,200	2,400	
				Pyae Phyto Naing	1A	5:00 PM	7:30 PM	2.5	1,200	3,000	
6	28-Feb-25	T&B BU	Driver	Pyae Phyto Naing	1A	6:00 AM	8:00 AM	2	1,200	2,400	
				Pyae Phyto Naing	1A	5:00 PM	7:30 PM	2.5	1,200	3,000	
9	3-Mar-25	T&B BU	Driver	Pyae Phyto Naing	1A	6:00 AM	8:00 AM	2	1,200	2,400	
				Pyae Phyto Naing	1A	5:00 PM	7:30 PM	2.5	1,200	3,000	
10	4-Mar-25	T&B BU	Driver	Pyae Phyto Naing	1A	6:00 AM	8:00 AM	2	1,200	2,400	
				Pyae Phyto Naing	1A	5:00 PM	7:30 PM	2.5	1,200	3,000	
11	5-Mar-25	T&B BU	Driver	Pyae Phyto Naing	1A	6:00 AM	8:00 AM	2	1,200	2,400	
				Pyae Phyto Naing	1A	5:00 PM	7:30 PM	2.5	1,200	3,000	
12	6-Mar-25	T&B BU	Driver	Pyae Phyto Naing	1A	6:00 AM	8:00 AM	2	1,200	2,400	
				Pyae Phyto Naing	1A	5:00 PM	7:30 PM	2	1,200	2,400	
13	7-Mar-25	T&B BU	Driver	Pyae Phyto Naing	1A	6:00 AM	8:00 AM	2	1,200	2,400	
				Pyae Phyto Naing	1A	5:00 PM	7:30 PM	2.5	1,200	3,000	
14	8-Mar-25	T&B BU	Driver	Pyae Phyto Naing	1A	6:00 AM	8:00 AM	2	1,200	2,400	
				Pyae Phyto Naing	1A	5:00 PM	7:30 PM	3	1,200	3,600	
16	10-Mar-25	T&B BU	Driver	Pyae Phyto Naing	1A	6:00 AM	8:00 AM	2	1,200	2,400	
				Pyae Phyto Naing	1A	5:00 PM	7:30 PM	2.5	1,200	3,000	
17	11-Mar-25	T&B BU	Driver	Pyae Phyto Naing	1A	6:00 AM	8:00 AM	2	1,200	2,400	
				Pyae Phyto Naing	1A	5:00 PM	7:30 PM	2.5	1,200	3,000	
18	17-Mar-25	T&B BU	Driver	Pyae Phyto Naing	1A	6:00 AM	8:00 AM	2	1,200	2,400	
				Pyae Phyto Naing	1A	5:00 PM	7:30 PM	2.5	1,200	3,000	
19	18-Mar-25	T&B BU	Driver	Pyae Phyto Naing	1A	6:00 AM	8:00 AM	2	1,200	2,400	
				Pyae Phyto Naing	1A	5:00 PM	7:30 PM	2.5	1,200	3,000	
20	19-Mar-25	T&B BU	Driver	Pyae Phyto Naing	1A	6:00 AM	8:00 AM	2	1,200	2,400	
				Pyae Phyto Naing	1A	5:00 PM	7:30 PM	2.5	1,200	3,000	
21	20-Mar-25	T&B BU	Driver	Pyae Phyto Naing	1A	6:00 AM	8:00 AM	2	1,200	2,400	
				Pyae Phyto Naing	1A	5:00 PM	7:30 PM	2.5	1,200	3,000	
22	21-Mar-25	T&B BU	Driver	Pyae Phyto Naing	1A	6:00 AM	8:00 AM	2	1,200	2,400	
				Pyae Phyto Naing	1A	5:00 PM	7:30 PM	2.5	1,200	3,000	
23	22-Mar-25	T&B BU	Driver	Pyae Phyto Naing	1A	6:00 AM	8:00 AM	2	1,200	2,400	
				Pyae Phyto Naing	1A	5:00 PM	7:30 PM	2.5	1,200	3,000	
Total Hours								85.5	1,200	102,600	✓

OVERTIME REQUEST for Driver Mar'25												
BU/BU/Div Name					TAB BU (SUZU BU)							
Department					Administration							
Reason for Overtime					Ferry Way (Taking Their Van to ISUZU Company Auto)							
Reason for Overtime					Ferry Way (Taking Their Van to ISUZU Company Auto)							
No	Over Time Date	BU/BU/Div Name	Department Name	Name	Rank	Time		Hours	Hour	1 Hour Price	Amount	Remark
						From	To					
1	21-Mar-25	TAB BU	Driver	Myat Thu	1A	5:00 PM	7:00 PM	2:00	2	1200	2,400	Ferry Drive သွားပြီးနောက် ရောက်ရှိရာနေရာသို့ အောက်ကားတင်ရန်
2	22-Mar-25	TAB BU	Driver	Myat Thu	1A	6:00 AM	8:00 AM	2:00	2	1200	2,400	Ferry Drive သွားပြီးနောက် ရောက်ရှိရာနေရာသို့ အောက်ကားတင်ရန်
Total Hours									4	2400	4,800	✓





# OVERTIME REQUEST FORM

BU/BR/DIV Name : Truck and Bus

Department Name : Service

Reason for Overtime : For CJ/6383, 9A/1645, JM/6684, 32/8092, 1N/2644, 1N/2645

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	2020-25	Yan Naung Win	Mechanic	8:30 AM	17:30 PM	8:00	9600	
2.	2020-25	Myint Myat Thu	u	8:30 AM	17:30 PM	8:00	9600	
3.	2020-25	Htet Wae Yan	u	8:30 AM	17:30 PM	8:00	9600	
4.	2020-25	Myo Min Kyaw	u	8:30 AM	17:30 PM	8:00	9600	
5.	2020-25	Myon Htin Soe	u	8:30 AM	17:30 PM	8:00	9600	
6.	2020-25	Ye Lint Naing	u	8:30 AM	17:30 PM	8:00	9600	
7.	2020-25	Tin Ohn Kyaw	u	8:30 AM	17:30 PM	8:00	9600	
						2	2	
<b>Total Hours</b>						56:00	682000/	
<b>Total Amount</b>								

Requested by

Sign :

Name : Soe Moe Naing  
(Requestor)

Approved by

Name : Win Phyo Htin  
(DH)

Approved by

Name : Win Theng Naing  
(GM/AGM/COO)

Checked by

Name : HR  
(HR) zms  
05-CHL-HRM-FRM-020-05





## OVERTIME REQUEST FORM

BU/BR/DIV Name : Truck and Bus  
 Department Name : Service  
 Reason for Overtime : For SP 15709, PR/7802, PR/7837

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	13-3-25	Yan Naung Win	Mechanic	8:30 AM	12:30 PM	8:00	9600	
2.	13-3-25	Myint Myat Thu	u	8:30 AM	12:30 PM	8:00	9600	
3.	13-3-25	Min Heint Khant	u	8:30 AM	12:30 PM	8:00	9600	
4.	13-3-25	Myo Min Kyaw	u	8:30 AM	12:30 PM	8:00	9600	
5.	13-3-25	Thot Pong Htee	u	8:30 AM	12:30 PM	8:00	9600	
6.	13-3-25	Ye Yint Naung	u	8:30 AM	12:30 PM	8:00	9600	
						2	2	
<b>Total Hours</b>						48:00	57600	
<b>Total Amount</b>								

Requested by

Sign :

Name : Soe Moe Naung  
(Requestor)

Approved by

War Phys Htun  
(DH)

For Approved by

Win Thengyi Naung  
(GM/AGM/COO)

Checked by

26/3/2025  
(HR) ZMS

05-CHL-HRM-FRM-020-05



# OVERTIME REQUEST FORM

BU/BR/DIV Name : Truck and Bus  
 Department Name : Service  
 Reason for Overtime : For PA/1645, 22/6277, 6J/6383

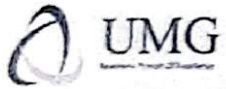
No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
10	16-30-25	Myint Myat Thu	Mechanic	8:30 AM	17:30 PM	8:00	9600	
20	16-30-25	Nyan Hen Soe	u	8:30 AM	17:30 PM	8:00	9600	
30	16-30-25	Ye Yint Nang	u	8:30 AM	17:30 PM	8:00	9600	
						22	22	
<b>Total Hours</b>						24:00	28800	
<b>Total Amount</b>								

Requested by  
 Sign :   
 Name : Soe Moe Nang  
 (Requestor)

Approved by  
  
 U A Phyo Htun  
 (DH)

For Approved by  
  
 Win Theng Nang  
 (GM/AGM/COO)

Checked by  
  
 (HR) zms



# OVERTIME REQUEST FORM

BU/BR/DIV Name : Truck and Bus

Department Name : Service

Reason for Overtime : For 22/6277, PR/7837, GJ/6370, 7M/6684, 92/1645, 22/6281

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	23-3-25	Myint Myat Thu	Mechanic	8:30 AM	1:30 PM	8:00	9600	
2.	23-3-25	Htet Win Yan	u	8:30 AM	1:30 PM	8:00	9600	
3.	23-3-25	Ye Yint Nary	u	8:30 AM	1:30 PM	8:00	9600	
4.	23-3-25	Tin Ohn Kyaw	u	8:30 AM	1:30 PM	8:00	9600	
5.	23-3-25	Yar Zar Lin	u	8:30 AM	1:30 PM	8:00	9600	
						2	2	
<b>Total Hours</b>						40:00	48,000/	
<b>Total Amount</b>								

Requested by

Sign :  
Name : Soe Moe Aung  
(Requestor)

Approved by

Was Phyo Htun  
(DH)

For Approved by

  
Lwin Theingi Aung  
(GM/AGM/COO)

Checked by

  
Zin Linn Linn  
(HR)

05-CHL-HRM-FRM-020-05



# OVERTIME REQUEST FORM

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

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	24.2.25	Kaung Htet Zaw	Driver	6:00 AM	8:00 AM	2 hrs	2400	
	"	"	"	5:00 pm	8:30 pm	3:30 hrs	4200	
2.	25.2.25	"	"	6:00 AM	8:00 AM	2 hrs	2400	
	"	"	"	5:00 pm	8:00 pm	3 hrs	3600	
3.	26.2.25	"	"	6:00 AM	8:00 AM	2 hrs	2400	
	"	"	"	5:00 pm	7:30 pm	2:30 hrs	3000	
4.	27.2.25	"	"	6:00 AM	8:00 AM	2 hrs	2400	
	"	"	"	5:00 pm	8:00 pm	3 hrs	3600	
5.	28.2.25	"	"	6:00 AM	8:00 AM	2 hrs	2400	
<b>Total Hours</b>						22 hrs	26400	
<b>Total Amount</b>								

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

Approved by  
  
 26/3/25  
 (DH)  
 ZMS

Approved by  
  
 26/3/25  
 (GM/AGM/EOO)  
 ZMS

Checked by  
  
 Khin Moh Moh Lwin  
 (HR)  
 26.3.25


05-CHL-HRM-FRM-020-05

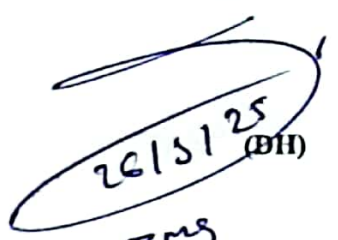
# OVERTIME REQUEST FORM

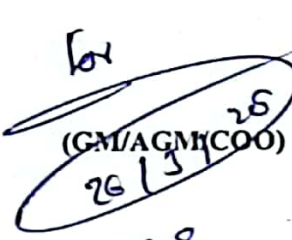
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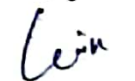
BU/BR/DIV Name : T&B  
 Department Name : Administration  
 Reason for Overtime : Ferry Way

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
5.	28.2.25	Kaung Htet Zaw	Driver	5:00 pm	7:30 pm	2:30 hrs	3000	
6.	3.3.25	"	"	6:00 AM	8:00 AM	2 hrs	2400	
	"	"	"	5:00 pm	8:00 pm	3 hrs	3600	
7.	4.3.25	"	"	6:00 AM	8:00 AM	2 hrs	2400	
	"	"	"	5:00 pm	7:30 pm	2:30 hrs	3000	
8.	5.3.25	"	"	6:00 AM	8:00 AM	2 hrs	2400	
	"	"	"	5:00 pm	7:30 pm	2:30 hrs	3000	
9.	6.3.25	"	"	6:00 AM	8:00 AM	2 hrs	2400	
	"	"	"	5:00 pm	8:00 pm	3 hrs	3600	
<b>Total Hours</b>						21:30 hrs	25800	
<b>Total Amount</b>								

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

Approved by  
  
 26/3/25  
 (BH)  
 ZMS

Approved by  
 for  
  
 (GM/AGM/COO)  
 26/3/25  
 ZMS

Checked by  
  
 Khin Mch Mch  
 (HR) 26.3.25  
 05-CHL-HRM-FRM-020-05



# OVERTIME REQUEST FORM

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

No.	Date	Name	Position Level	Time		Hours	Amount	Remark	
				From	To				
10.	7.3.25	Kaung Htet Zaw	Driver	6:00 AM	8:00 AM	2 hrs	2400		
	"	"	"	5:00 pm	7:30 pm	2:30 hrs	3000		
11.	8.3.25	"	"	6:00 AM	8:00 AM	2 hrs	2400		
	"	"	"	5:00 pm	8:00 pm	3 hrs	3600		
12.	10.3.25	"	"	6:00 AM	8:00 AM	2 hrs	2400		
	"	"	"	5:00 pm	8:00 pm	3 hrs	3600		
13.	11.3.25	"	"	6:00 AM	8:00 AM	2 hrs	2400		
	"	"	"	5:00 pm	7:30 pm	2:30 hrs	3000		
14.	17.3.25	"	"	6:00 AM	8:00 AM	2 hrs	2400		
						Total Hours	21 hrs	25200	
						Total Amount			

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

Approved by  
  
 26/3/25  
 (DH)  
 ZMS

Approved by  
  
 26/3/25  
 (GM/AGM/COO)  
 ZMS

Checked by  
  
 Khin Mkh Mkh Win  
 (HR) 26.3.25

05-CHL-HRM-FRM-020-05



# 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			
14	17.3.25	Kaung Htet Zaw	Diner	5:00 pm	7:30 pm	2:30 hrs	3000	
15	18.3.25	"	"	6:00 AM	8:00 AM	2 hrs	2400	
	"	"	"	5:00 pm	8:00 pm	3 hrs	3600	
16	19.3.25	"	"	6:00 AM	8:00 AM	2 hrs	2400	
	"	"	"	5:00 pm	8:00 pm	3 hrs	3600	
17	20.3.25	"	"	6:00 AM	8:00 AM	2 hrs	2400	
	"	"	"	5:00 pm	7:30 pm	2:30 hrs	3000	
18	21.3.25	"	"	6:00 AM	8:00 AM	2 hrs	2400	
	"	"	"	5:00 pm	8:30 pm	3:30 hrs	4200	
<b>Total Hours</b>						22:30 hrs	27000	
<b>Total Amount</b>							27000	

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

Approved by  
  
 (DH)  
 2025

Approved by  
  
 (GM/AGM/COO)  
 2025

Checked by  
  
 (HR) 26.3.25  
 05-CHL-HRM-FRM-020-05







# OVERTIME REQUEST FORM

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

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
	24.2.25	Aye Phyo Aung	Driver	6:00 AM	8:00 AM	2 hour	2400	
	" "	" "	" "	5:00 PM	7:30 PM	2:30 hour	3000	
	25.2.25	" "	" "	6:00 AM	8:00 AM	2 hour	2400	
	" "	" "	" "	5:00 PM	7:30 PM	2:30 hour	3000	
	26.2.25	" "	" "	6:00 AM	8:00 AM	2 hour	2400	
	" "	" "	" "	5:00 PM	7:30 PM	2:30 hour	3000	
	27.2.25	" "	" "	6:00 AM	8:00 AM	2 hour	2400	
	" "	" "	" "	5:00 PM	7:30 PM	2:30 hour	3000	
						Total Hours	18 hours	
						Total Amount	21600	

Requested by  
Sign :   
Name : Aye Phyo Aung  
(Requestor)

Approved by  
  
261372nd  
(DH)  
ZMS

Approved by  
  
261572nd  
(GM/AGM/COO)  
ZMS

Checked by  
  
Khin Moh Moh Win  
(HR) 26.3.25

05-CHL-HRM-FRM-020-05



# OVERTIME REQUEST FORM

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

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
	28.2.25	Pape Phyo Nang	Driver	6:00AM	8:00AM	2hour	2400	
	" "	" "	" "	5:00PM	7:30PM	2:30hour	3000	
	3.3.25	" "	" "	6:00AM	8:00AM	2hour	2400	
	" "	" "	" "	5:00PM	7:30PM	2:30hour	3000	
	4.3.25	" "	" "	6:00AM	8:00AM	2hour	2400	
	" "	" "	" "	5:00PM	7:30PM	2:30hour	3000	
	5.3.25	" "	" "	6:00AM	8:00AM	2hour	2400	
	" "	" "	" "	5:00PM	7:30PM	2:30hour	3000	
						2		
Total Hours						18 hour	21600	
Total Amount								

Requested by  
 Sign :   
 Name : Pape Phyo Nang  
 (Requestor)

Approved by  
  
 (DH)  
 UMG

Approved by  
  
 (GM/ASM/COO)  
 UMG

Checked by  
  
 (HR) 26-3-25

05-CHL-HRM-FRM-020-05



# OVERTIME REQUEST FORM

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

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
	6.3.25	Aye Phyo Nying	Driver	6:00AM	8:00AM	2 hour	2400	
	" "	" "	" "	5:00PM	7:30PM	2:30 hour	3000	
	7.3.25	" "	" "	6:00AM	8:00AM	2 hour	2400	
	" "	" "	" "	5:00PM	7:30PM	2:30 hour	3000	
	8.3.25	" "	" "	6:00AM	8:00AM	2 hour	2400	
	" "	" "	" "	5:00PM	7:30PM	2:30 hour	3000	
	10.3.25	" "	" "	6:00AM	8:00AM	2 hour	2400	
	" "	" "	" "	5:00PM	7:30PM	2:30 hour	3000	
						Total Hours	18 hour	
						Total Amount	21600	

Requested by  
 Sign :   
 Name : Aye Phyo Nying  
 (Requestor)

Approved by  
  
 26/3/25  
 (DH)  
 ZMS

Approved by  
 For  
  
 26/3/25  
 (GM/AGM/COO)  
 ZMS

Checked by  
  
 Win Khin Mch Mch Win  
 (HR) 26.3.25

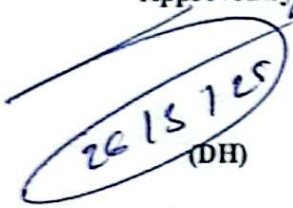
05-CHL-HRM-FRM-020-05

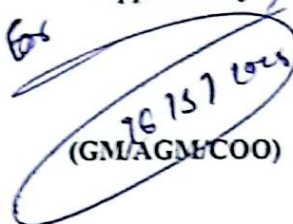
# OVERTIME REQUEST FORM

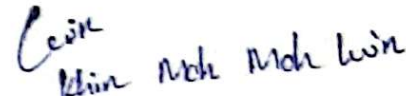
BU/BR/DIV Name : **T8B**  
 Department Name : **Administration**  
 Reason for Overtime : **Errand**

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
	11.3.25	Pye Phyo Nying	Driver	6:00AM	8:00AM	2 hour	2400	
	" "	" "	" "	5:00PM	7:30PM	2:30 hour	3000	
	17.3.25	" "	" "	6:00AM	8:00AM	2 hour	2400	
	" "	" "	" "	5:00PM	7:30PM	2:30 hour	3000	
	18.3.25	" "	" "	6:00AM	8:00AM	2 hour	2400	
	" "	" "	" "	5:00PM	7:30PM	2:30 hour	3000	
	19.3.25	" "	" "	6:00AM	8:00AM	2 hour	2400	
	" "	" "	" "	5:00PM	7:30PM	2:30 hour	3000	
						<b>Total Hours</b>	<b>18 hour</b>	
						<b>Total Amount</b>	<b>21600</b>	

Requested by  
 Sign :   
 Name : **Pye Phyo Nying**  
 (Requestor)

Approved by  
  
 (DH)  
**ZMS**

Approved by  
  
 (GM/AGM/COO)  
**ZMS**

Checked by  
  
 (HR) 26.3.25

05-CHL-HRM-FRM-020-05



# OVERTIME REQUEST FORM

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

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
	20.3.25	Rue Phgo Nying	Driver	5:00AM	8:00AM	2 hour	2400	
	"	"	"	5:00PM	7:30PM	2:30 hour	3000	
	21.3.25	"	"	6:00AM	8:00AM	2 hour	2400	
	"	"	"	5:00PM	7:30PM	2:30 hour	3000	
	22.3.25	"	"	6:00AM	8:00AM	2 hour	2400	
	"	"	"	5:00PM	7:30PM	2:30 hour	3000	
							2	
Total Hours						13.30 hour	16200	
Total Amount								

Requested by  
 Sign :   
 Name : Rue Phgo Nying  
 (Requestor)

Approved by  
  
26/3/2025  
 (DH)  
 ZMS

Approved by  
 for   
25/3/2025  
 (GM/AGM/COO)  
 ZMS

Checked by  
  
Chin Moh Moh Lin  
 (HR) 20.3.25

05-CHL-HRM-FRM-020-05



# OVERTIME REQUEST FORM

BU/BR/DIV Name : T&B/CA - BU

Department Name : Admin

Reason for Overtime : အိမ်အားဖြည့်

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	27-2-25	U SAN WAI	security	7:00 AM	5:00 PM	8 hrs	8000	အိမ်အားဖြည့်
2	2-3-25	"	"	7:00 AM	5:00 PM	8 hrs	8000	KML-အိမ်
3	2-3-25	"	"	5:00 PM	7:00 AM	8 hrs	8000	ဝမ်းဗျာအားဖြည့်
4	3-3-25	"	"	7:00 AM	5:00 PM	8 hrs	8000	အိမ်အားဖြည့်
5	6-3-25	"	"	7:00 AM	5:00 PM	8 hrs	8000	KKA အားဖြည့်
6	7-3-25	"	"	7:00 AM	5:00 PM	8 hrs	8000	အိမ်အားဖြည့်
7	11-3-25	"	"	7:00 AM	5:00 PM	8 hrs	8000	အိမ်အားဖြည့်
8	12-3-25	"	"	7:00 AM	5:00 PM	8 hrs	8000	အိမ်အားဖြည့်
9	13-3-25	"	"	5:00 PM	7:00 AM	8 hrs	8000	အိမ်အားဖြည့်
Total Hours						72 hrs	72000	
Total Amount								

Requested by

Sign :

Name :

U ZAW MIN HAN  
(Requestor)

Approved by

25/3/2025  
(DH)  
ZMS

Approved by

26/3/2025  
(GM/AGM/COO)  
ZMS

Checked by

Khin Moh Moh Lwin  
(HR) 26.3.25

05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : T & B / CA - BU  
 Department Name : Admin  
 Reason for Overtime : နေ့အားဖြည့်

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
10	14-3-25	V SAN WAI	security	5:00 PM	7:00 AM	8 hrs	8000	နေ့အားဖြည့်
11	15-3-25	"	"	7:00 AM	5:00 PM	8 hrs	8000	နေ့အားဖြည့်
12	16-3-25	"	"	7:00 AM	5:00 PM	8 hrs	8000	နေ့အားဖြည့်
13	19-3-25	"	"	7:00 AM	5:00 PM	8 hrs	8000	နေ့အားဖြည့်
14	23-3-25	"	"	7:00 AM	5:00 PM	8 hrs	8000	နေ့အားဖြည့်
							2	
Total Hours						40 hrs	40,000,	
Total Amount								

Requested by  
 Sign :   
 Name : U ZAY MIN HAN  
 (Requestor)

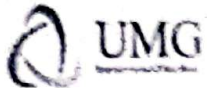
Approved by.  
  
 26/3/25  
 (DII)  
 ZMS

Approved by  
  
 26/3/25  
 (GM/AGM/COO)  
 ZMS

Checked by  
  
 (HR)  
 26-3-25  
 05-CHL-HRM-FRM-020-05



# OVERTIME REQUEST FORM



# OVERTIME REQUEST FORM

BU/BR/DIV Name : T&B/CA-BU

Department Name : Admin

Reason for Overtime : အားလုံးအတွက်

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	26-2-25	UK-K-AUNG	Security	7:00 AM	5:00 PM	8 hours	8000	အားလုံးအတွက်
2	2-3-25	u	u	7:00 AM	5:00 PM	8 hours	8000	အားလုံးအတွက်
3	10-3-25	u	u	7:00 AM	5:00 PM	8 hours	8000	အားလုံးအတွက်
4	12-3-25	u	u	5:00 PM	7:00 AM	8 hours	8000	အားလုံးအတွက်
5	13-3-25	u	u	5:00 PM	7:00 AM	8 hours	8000	အားလုံးအတွက်
6	14-3-25	u	u	7:00 AM	5:00 PM	8 hours	8000	အားလုံးအတွက်
7	15-3-25	u	u	7:00 AM	5:00 PM	8 hours	8000	အားလုံးအတွက်
8	16-3-25	u	u	5:00 PM	7:00 AM	8 hours	8000	အားလုံးအတွက်
9	18-3-25	u	u	7:00 AM	5:00 PM	8 hours	8000	အားလုံးအတွက်
						Total Hours	72 hours	
						Total Amount	72000	

Requested by

Sign :

Name :

U ZAW MIN HAN

(Requestor)

Approved by

*[Signature]*  
26/3/25  
(DH)  
ZWS

For Approved by

*[Signature]*  
26/3/25  
(GM/AGM/COO)  
ZWS

Checked by


*[Signature]*  
Lein Min  
(HR)  
26-3-25

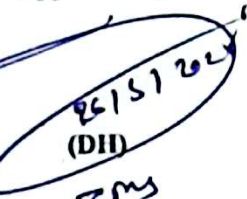
05-CHL-HRM-FRM-020-05

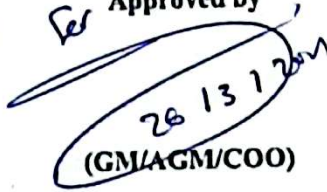
# OVERTIME REQUEST FORM


BU/BR/DIV Name : T&B/CA-BU  
 Department Name : Admin  
 Reason for Overtime : 3၈၂၀၀၁၆၂၂

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
10	22-3-25	DIK-AUNG	Security	7:00 AM	5:00 PM	8 hrs	8000	3၈၂၀၀၁၆၂၂
						Total Hours	8 hrs	
						Total Amount	8000,	

Requested by  
 Sign :   
 Name : U ZAW MIN HAN  
 (Requestor)

Approved by  
  
 (DH)  
 ZMS

Approved by  
  
 (GM/AGM/COO)  
 ZMS

Checked by  
  
 (HR)  
 Khin Moe Moe Lwin  
 26.3.25  
 05-CHL-HRM-FRM-020-05

BU/BR/DIV Name : T&C B/CA-BU  
 Department Name : Admin  
 Reason for Overtime : အင်အားများ

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	24-2-25	U ZAW MIN HAN	Security	7:00 AM	5:00 PM	8 hrs	8000	အင်အားများ
2	28-2-25	u	"	7:00 AM	5:00 PM	8 hrs	8000	အင်အားများ
3	2-3-25	u	"	5:00 PM	7:00 AM	8 hrs	8000	ဝန်ထမ်းများ၏
4	4-3-25	u	u	7:00 AM	5:00 PM	8 hrs	8000	အင်အားများ
5	8-3-25	u	"	7:00 AM	5:00 PM	8 hrs	8000	အင်အားများ
6	12-3-25	u	"	7:00 AM	5:00 PM	8 hrs	8000	အင်အားများ
7	13-3-25	u	"	7:00 AM	5:00 PM	8 hrs	8000	အင်အားများ
8	14-3-25	u	u	5:00 PM	7:00 AM	8 hrs	8000	အင်အားများ
9	15-3-25	u	"	5:00 PM	7:00 AM	8 hrs	8000	အင်အားများ
<b>Total Hours</b>						72 hrs	72000	
<b>Total Amount</b>								

Requested by  
 Sign: *[Signature]*  
 Name: U ZAW MIN HAN  
 (Requestor)

Approved by  
*[Signature]*  
 26/3/25  
 (DH)  
 ZMS

Approved by  
*[Signature]*  
 26/3/25  
 (GM/AGM/COO)  
 ZMS

Checked by  
*[Signature]*  
 Uzin Aun Mda Aun  
 (HR)  
 26-3-25



# OVERTIME REQUEST FORM



## OVERTIME REQUEST FORM

BU/BR/DIV Name : T&B/CA-BU

Department Name : Admin

Reason for Overtime : နေပြည်တော်

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	25-2-25	U K-MG MYINT	Security	7:00 AM	5:00 PM	8 hrs	8000	နေပြည်တော်
2	1-3-25	"	"	7:00 AM	5:00 PM	8 hrs	8000	နေပြည်တော်
3	5-3-25	"	"	7:00 AM	5:00 PM	8 hrs	8000	နေပြည်တော်
4	9-3-25	"	"	7:00 AM	5:00 PM	8 hrs	8000	နေပြည်တော်
5	12-3-25	"	"	5:00 PM	7:00 AM	8 hrs	8000	ပြန်လည်ရောက်
6	13-3-25	"	"	7:00 AM	5:00 PM	8 hrs	8000	နေပြည်တော်
7	14-3-25	"	"	7:00 AM	5:00 PM	8 hrs	8000	ပြန်လည်ရောက်
8	15-3-25	"	"	5:00 PM	7:00 AM	8 hrs	8000	ပြန်လည်ရောက်
9	16-3-25	"	"	5:00 PM	7:00 AM	8 hrs	8000	ပြန်လည်ရောက်
Total Hours						72 hrs	72000	
Total Amount								

Requested by

Sign :

Name :

U ZAW MIN HAN  
(Requestor)

Approved by

26/3/25

(DH)

ZMS

For Approved by

26/3/25

(GM/AGM/COO)

ZMS

Checked by

Cwin  
Khin Mch Mch Cwin  
(HR) 26.3.25

05-CHL-HRM-FRM-020-05

