



OVERTIME REQUEST FORM

BU/BR/Div Name : PG
 Department : Service
 Reason for Overtime : Machine repair

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	16.1.25	Aye Min Soe	-	5:00Pm	10:30Pm	5	6000	Unloading 10units
2	16.1.25	Aye Min Thu	-	5:00Pm	10:30Pm	5	6000	
3	17.1.25	Aye Min Soe	-	5:00Pm	7:30Pm	2.5	3000	MC-350BS(PDI) & Unloading VP-550(2Units)
4	17.1.25	Aye Min Thu	-	5:00Pm	7:30Pm	2.5	3000	
5	17.1.25	Annt Bhone Maw	-	5:00Pm	7:30Pm	2.5	3000	
6	17.1.25	Aung Aung Oo	-	5:00Pm	7:30Pm	2.5	3000	
7	19.1.25	Aye Min Soe	-	9:00Am	3:30Pm	6	7200	Customer appointment test run VP-4505,MC-350BS(2Units)
8	19.1.25	Aung Phyto Thu	-	10:00Am	2:00Pm	4	4800	
Total Hours						30	36000	
Total Amount								

Prepared By

Knowledge By

Approved By

Check By HR

Name: Soe Htet Tin

Name: Chit Pon Su

Name: Tint Naing

Name: Phyto Wai Nyein

05-CHL-HRM-FRM-020-04



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BU/BR/Div Name : PG
 Department : Service
 Reason for Overtime : Machine repair

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	14.1.25	Wai Lin Htet	-	5:00Pm	6:00Pm	1	1200	MC-66BS(used machine) Wiring installation
2	15.1.25	Wai Lin Htet	-	5:00Pm	6:00Pm	1	1200	MC-66BS(used machine) Wiring installation
3	16.1.25	Wai Lin Htet	-	5:00Pm	7:30Pm	2.5	3000	MC-66BS(used machine) Wiring installation & radiator inspection
4	18.1.25	Aung Phyto Thu	-	5:00Pm	6:30Pm	1.5	1800	EDL18000STE(3units) canopy installation
5	18.1.25	Annt Bhone Maw	-	5:00Pm	6:30Pm	1.5	1800	
6	18.1.25	Aung Aung OO	-	5:00Pm	6:30Pm	1.5	1800	
7	21.1.25	Chit Oo	-	5:00Pm	7:00Pm	2	2400	Customer-Gread Mandaing (Engine overhaul)disassembly
8	21.1.25	Aye Min Thu	-	5:00Pm	7:00Pm	2	2400	
9	21.1.25	Aung Phyto Thu	-	5:00Pm	7:00Pm	2	2400	Customer-Gread Mandaing (Engine overhaul)cleaning
10	23.1.25	Chit Oo	-	5:00Pm	7:00Pm	2	2400	
11	23.1.25	Aye Min Thu	-	5:00Pm	7:00Pm	2	2400	Customer appointment
12	23.1.25	Aung Phyto Thu	-	5:00Pm	7:00Pm	2	2400	
13	26.1.25	Aye Min Thu	-	10:00Am	12:30Pm	2.5	3000	Customer- Daw May Han Kyaw(Warranty machine) inspection
14	26.1.25	Annt Bhone Maw	-	4:30Pm	8:00Pm	3.5	4200	
15	26.1.25	Aung Aung OO	-	4:30Pm	8:00Pm	3.5	4200	
Total Hours						30.5	36600	
Total Amount								

Prepared By

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Approved By

Check By HR

Name: Soe Htet Tin

Name: Chit Pon Su

Name: Tint Naing

Name: Phyto Wai Nyein

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