



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


95049 PAYMENT VOUCHER

Payment Voucher No. :
Date : 21-Feb-2024.....

| Applicant | Adm. Manager | GM |
|-----------|--------------|----|
| | | |

| Purpose | | Remarks |
|-----------------|--------------|---|
| Pay to | Cash Claim | Pay for Service depts; overtime charges of Jan'24. (Overtime hrs - 200Hrs), TL actual Amt - 240,000/-. |
| Amount | May Phyo Thu | |
| Mode of Payment | 240,000/-. | |
| | Cash | |
| For Account Use | | |

Received the sum of
being payment of the above

Date : 21.2.24 Name/NRC No. : May Phyo Signature : 



CASH CLAIM FORM

Date : 10.2.2024

BU/BR/Division : Renewable Energy

Department : Service

Issue Amount : 240,000Kyats/.....USD

Budget include (or) Not :

Yes Budgeted Title and Amount : Overtimes Charges

No Reasons for :

Required For:
Cash claim for overtimes charges of Jan'24.(Ot Hrs- 200 Hrs)

မှတ်ချက်။

(၁) အဆင့်ဆင့်သက်ဆိုင်ရာတာဝန်ရှိလူကြီးမင်းများအားလုံး သေချာစွာစုံစမ်းစစ်ဆေးတွက်ချက်ပြီးထားသော 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 Phyto Thu

Requester

Checked By

Aung Ko Ko Oo

Mgr/DH

Checked By

Myo Malar Win

Finance & Account

Approved By

Phyto Thu

GM/AGM/COO

Approved By

CMC/CEO/Chairwoman

Nyein Ei Ei Khany
2 / 10 / 24

04-CFD-CAS-FRM-0



OVERTIME REQUEST FORM

BU/BR/Div Name : RE
 Department : Service
 Reason for Overtime : For battery 8pc calibration at U Aung Win(Parami)

| No | Date | Name | Rank | Time | | Hours | Amount | Remark |
|----|----------|-----------------|------|------------|------------|--------------|--------|--------|
| | | | | From | To | | | |
| 1 | 4.1.2024 | Ywet Nu Wai | | 8:00:00 AM | 2:00:00 PM | 5:30 | 6,600 | ✓ |
| 2 | 4.1.2024 | Myo Thanda Kyaw | | 8:00:00 AM | 2:00:00 PM | 5:30 | 6,600 | ✓ |
| | | | | | | | . | |
| | | | | | | | . | |
| | | | | | | | . | |
| | | | | | | | . | |
| | | | | | | | . | |
| | | | | | | | . | |
| | | | | | | Total Hours | 11 | |
| | | | | | | Total Amount | 13,200 | ✓ |

Prepared By

Name: May Phyto Thu

Knownledged By

Name: Aung Ko Ko Oo

Approved By
(GM/AGM/COO)

Name: Phyto Thu

Check By HR

Name: Nyein Ei Ei Khaing

05-CHL-HRM-FRM-020-04



OVERTIME REQUEST FORM

BU/BR/Div Name : RE
 Department : Service
 Reason for Overtime : For replacement battery at CE 2 and Winfood

| No | Date | Name | Rank | Time | | Hours | Amount | Remark |
|----|-----------|---------------|------|------------|------------|--------------|--------|--------|
| | | | | From | To | | | |
| 1 | 12.1.2024 | Nay Win Myint | | 5:00:00 PM | 8:00:00 PM | 3 | 3,600 | ✓ |
| 2 | 12.1.2024 | Win Kyaw | | 5:00:00 PM | 8:00:00 PM | 3 | 3,600 | ✓ |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | Total Hours | 6 | |
| | | | | | | Total Amount | 7,200 | ✓ |

Prepared By

Name: May Phyto Thu

Knownledged By

Name: Aung Ko Ko Oo

Approved By
(GM/AGM/COO)

Name: Phyto Thu

Check By HR

Name: Nyein Ei Ei Khaing

05-CHL-HRM-FRM-020-04



OVERTIME REQUEST FORM

BU/BR/Div Name : RE
 Department : Service
 Reason for Overtime : For solar system installaiton at Reman

| No | Date | Name | Rank | Time | | Hours | Amount | Remark |
|----|-----------|---------------|------|------------|------------|---------------------|---------------|--------|
| | | | | From | To | | | |
| 1 | 14.1.2024 | Hnin Nanda | | 8:00:00 AM | 5:00:00 PM | 8 | 9,600 | |
| 2 | 14.1.2024 | Khin Myat Thu | | 8:00:00 AM | 5:00:00 PM | 8 | 9,600 | |
| | | | | | | | - | |
| | | | | | | | - | |
| | | | | | | | - | |
| | | | | | | | - | |
| | | | | | | | - | |
| | | | | | | | - | |
| | | | | | | Total Hours | 16 | |
| | | | | | | Total Amount | 19,200 | |

Prepared By

 Name: May Phyo Thu

Knownleged By

 Name: Aung Ko Ko Oo

Approved By
 (GM/AGM/COO)

 Name: Phyo Thu

Check By HR

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



OVERTIME REQUEST FORM

BU/BR/Div Name : RE
 Department : Service
 Reason for Overtime : For inverter and battery installation at Ko Win Han(Cheese O' Tea)

| No | Date | Name | Rank | Time | | Hours | Amount | Remark |
|----|-----------|----------------|------|------------|------------|---------------------|---------------|--------|
| | | | | From | To | | | |
| 1 | 17.1.2024 | Nay Win Myint | | 5:00:00 PM | 8:00:00 PM | 3 | 3,600 | |
| 2 | 17.1.2024 | Win Kyaw | | 5:00:00 PM | 8:00:00 PM | 3 | 3,600 | |
| 3 | 17.1.2024 | Aung Than Kyaw | | 5:00:00 PM | 8:00:00 PM | 3 | 3,600 | |
| 4 | 17.1.2024 | Shwe Zin Htike | | 5:00:00 PM | 8:00:00 PM | 3 | 3,600 | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | Total Hours | 12 | |
| | | | | | | Total Amount | 14,400 | |

Prepared By

 Name: May Phyo Thu

Knownleged By

 Name: Aung Ko Ko Oo

Approved By
 (GM/AGM/COO)

 Name: Phyo Thu

Check By HR

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

OVERTIME REQUEST FORM

| No | Date | Name | Rank | Time | | Hours | Amount | Remark |
|---------------------|-----------|--------------------|------|------------|------------|-------|--------|--------|
| | | | | From | To | | | |
| 1 | 18.1.2024 | Nay Win Myint | | 5:00:00 PM | 9:00:00 PM | 4 | 4,800 | |
| 2 | 18.1.2024 | Win Kyaw | | 5:00:00 PM | 9:00:00 PM | 4 | 4,800 | |
| 3 | 18.1.2024 | Kyawt Kyawt Khaing | | 5:00:00 PM | 9:00:00 PM | 4 | 4,800 | |
| 4 | 18.1.2024 | Wai Phyo | | 5:00:00 PM | 9:00:00 PM | 4 | 4,800 | |
| | | | | | | | - | |
| | | | | | | | - | |
| | | | | | | | - | |
| | | | | | | | - | |
| Total Hours | | | | | | 16 | 19,200 | |
| Total Amount | | | | | | | | |

Prepared By

 Name: May Phyo Thu

Knownledged By

 Name: Alung Ko Ko Oo

Approved By
 (GM/AGM/COO)

 Name: Phyo Thu

Check By HR

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

OVERTIME REQUEST FORM

BU/BR/Div Name : RE
 Department : Service
 Reason for Overtime : For delivery accessories to NGU Br and solar system installaiton at Ko Kaung Myat Win

| No | Date | Name | Rank | Time | | Hours | Amount | Remark |
|---------------------|-----------|--------------------|------|------------|------------|-------|--------|--------|
| | | | | From | To | | | |
| 1 | 19.1.2024 | Myo Thanda Kyaw | | 5:00:00 PM | 7:00:00 PM | 2 | 2,400 | |
| 2 | 19.1.2024 | Kyawt Kyawt Khaing | | 5:00:00 PM | 7:00:00 PM | 2 | 2,400 | |
| 3 | 19.1.2024 | Wai Phyo | | 5:00:00 PM | 7:00:00 PM | 2 | 2,400 | |
| 4 | 19.1.2024 | Shwe Zin Htike | | 5:00:00 PM | 7:00:00 PM | 2 | 2,400 | |
| 5 | 19.1.2024 | Nay Win Myint | | 5:00:00 PM | 7:00:00 PM | 2 | 2,400 | |
| 6 | 19.1.2024 | Win Kyaw | | 5:00:00 PM | 7:00:00 PM | 2 | 2,400 | |
| 7 | 19.1.2024 | Aung Than Kyaw | | 5:00:00 PM | 7:00:00 PM | 2 | 2,400 | |
| 8 | 19.1.2024 | Cho Zin Thet | | 5:00:00 PM | 7:00:00 PM | 2 | 2,400 | |
| 9 | 19.1.2024 | Ywet Nu Wai | | 5:00:00 PM | 7:00:00 PM | 2 | 2,400 | |
| Total Hours | | | | | | 18 | 21,600 | |
| Total Amount | | | | | | | | |

Prepared By

 Name: May Phyo Thu

Knownledged By

 Name: Aung Ko Ko Oo

Approved By
 (GM/AGM/COO)

 Name: Phyo Thu

Check By HR

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



OVERTIME REQUEST FORM

BU/BR/Div Name : RE
 Department : Service
 Reason for Overtime : For solar system installaiton at Ko Kaung Myat Win and solar system installaiton at Ko Kaung Myat W

| No | Date | Name | Rank | Time | | Hours | Amount | Remark |
|----|-----------|----------------|------|------------|------------|---------------------|--------|--------|
| | | | | From | To | | | |
| 1 | 20.1.2024 | Nay Win Myint | | 8:00:00 AM | 8:30:00 PM | 11 | 13,200 | ✓ |
| 2 | 20.1.2024 | Win Kyaw | | 8:00:00 AM | 8:30:00 PM | 11 | 13,200 | |
| 3 | 20.1.2024 | Aung Than Kyaw | | 8:00:00 AM | 8:30:00 PM | 11 | 13,200 | |
| 4 | 20.1.2024 | Cho Zin Thet | | 8:00:00 AM | 8:30:00 PM | 11 | 13,200 | |
| 5 | 20.1.2024 | Ywet Nu Wai | | 8:00:00 AM | 8:30:00 PM | 11 | 13,200 | |
| 6 | 20.1.2024 | Hnin Nanda | | 8:00:00 AM | 5:00:00 PM | 8 | 9,600 | ✓ |
| 7 | 20.1.2024 | Khin Myat Thu | | 8:00:00 AM | 5:00:00 PM | 8 | 9,600 | |
| | | | | | | Total Hours | 71 | ✓ |
| | | | | | | Total Amount | 85,200 | ✓ |

Prepared By

 Name: May Phyo Thu

Knownledged By

 Name: Aung Ko Ko Oo

Approved By
 (GM/AGM/COO)

 Name: Phyo Thu

Check By HR

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



OVERTIME REQUEST FORM

BU/BR/Div Name : RE
 Department : Service
 Reason for Overtime : For delivery accessories to NGU Br and solar system installaiton at Ko Kaung Myat Win

| No | Date | Name | Rank | Time | | Hours | Amount | Remark |
|----|-----------|--------------------|------|------------|------------|---------------------|--------|--------|
| | | | | From | To | | | |
| 1 | 23.1.2024 | Zwel Pyaesone Aung | | 5:00:00 PM | 8:00:00 PM | 3 | 3,600 | |
| 2 | 23.1.2024 | Aung Than Kyaw | | 5:00:00 PM | 8:00:00 PM | 3 | 3,600 | |
| 3 | 23.1.2024 | Kyaw Naing Soe | | 5:00:00 PM | 8:00:00 PM | 3 | 3,600 | |
| 4 | 23.1.2024 | Ywet Nu Wai | | 5:00:00 PM | 8:00:00 PM | 3 | 3,600 | |
| | | | | | | Total Hours | 12 | |
| | | | | | | Total Amount | 14,400 | ✓ |

Prepared By

 Name: May Phyo Thu

Knownledged By

 Name: Aung Ko Ko Oo

Approved By
 (GM/AGM/COO)

 Name: Phyo Thu

Check By HR

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

OVERTIME REQUEST FORM

: RE
: Service
: For solar system installaiton at Ko Kaung Myat Win

| No | Date | Name | Rank | Time | | Hours | Amount | Remark |
|----|-----------|--------------------|------|------------|------------|---------------------|--------|--------|
| | | | | From | To | | | |
| 1 | 24.1.2024 | Thet Khine Htwe | | 5:00:00 PM | 7:00:00 PM | 2 | 2,400 | |
| 2 | 24.1.2024 | Aung Zaw Myo | | 5:00:00 PM | 7:00:00 PM | 2 | 2,400 | |
| 3 | 24.1.2024 | Zwei Pyaesone Aung | | 5:00:00 PM | 7:00:00 PM | 2 | 2,400 | |
| 4 | 24.1.2024 | Aung Than Kyaw | | 5:00:00 PM | 7:00:00 PM | 2 | 2,400 | |
| | | | | | | Total Hours | 8 | |
| | | | | | | Total Amount | | 9,600 |

Prepared By
[Signature]
Name: May Phyto Thu

Knownledged By
[Signature]
Name: Aung Ko Ko Oo

Approved By
(GM/AGM/COO)
[Signature]
Name: Phyto Thu

Check By HR
[Signature] 10/2/24
Name: Nyein Ei Ei Khaing

05-CHL-HRM-FRM-020-04

OVERTIME REQUEST FORM

BU/BR/Div Name : RE
Department : Service
Reason for Overtime : For solar system installaiton at Ko Kaung Myat Win

| No | Date | Name | Rank | Time | | Hours | Amount | Remark |
|----|-----------|-----------------|------|------------|------------|---------------------|--------|--------|
| | | | | From | To | | | |
| 1 | 26.1.2024 | Ywet Nu Wai | | 5:00:00 PM | 9:00:00 PM | 4 | 4,800 | |
| 2 | 26.1.2024 | Myo Thanda Kyaw | | 5:00:00 PM | 9:00:00 PM | 4 | 4,800 | |
| 3 | 26.1.2024 | Aung Than Kyaw | | 5:00:00 PM | 9:00:00 PM | 4 | 4,800 | |
| | | | | | | Total Hours | 12 | |
| | | | | | | Total Amount | | 14,400 |

Prepared By
[Signature]
Name: May Phyto Thu

Knownledged By
[Signature]
Name: Aung Ko Ko Oo

Approved By
(GM/AGM/COO)
[Signature]
Name: Phyto Thu

Check By HR
[Signature] 10/2/24
Name: Nyein Ei Ei Khaing

05-CHL-HRM-FRM-020-04



OVERTIME REQUEST FORM

BU/BR/Div Name : RE
 Department : Service
 Reason for Overtime : For solar system installaiton at Ko Kaung Myat Win

| No | Date | Name | Rank | Time | | Hours | Amount | Remark |
|----|-----------|-----------------|------|------------|------------|---------------------|---------------|--------|
| | | | | From | To | | | |
| 1 | 27.1.2024 | Ywet Nu Wai | | 5:00:00 PM | 9:00:00 PM | 4 | 4,800 | |
| 2 | 27.1.2024 | Myo Thanda Kyaw | | 5:00:00 PM | 9:00:00 PM | 4 | 4,800 | |
| 3 | 27.1.2024 | Aung Than Kyaw | | 5:00:00 PM | 9:00:00 PM | 4 | 4,800 | |
| | | | | | | Total Hours | 12 | |
| | | | | | | Total Amount | 14,400 | |

Prepared By

 Name: May Phyto Thu

Knownledged By

 Name: Aung Ko Ko Oo

Approved By
 (GM/AGM/COO)

 Name: Phyto Thu

Check By HR

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



OVERTIME REQUEST FORM

BU/BR/Div Name : RE
 Department : Service
 Reason for Overtime : For solar system installaiton at Ko Kaung Myat Win

| No | Date | Name | Rank | Time | | Hours | Amount | Remark |
|----|-----------|-----------------|------|------------|------------|---------------------|--------------|--------|
| | | | | From | To | | | |
| 1 | 28.1.2024 | Ywet Nu Wai | | 5:00:00 PM | 7:00:00 PM | 2 | 2,400 | |
| 2 | 28.1.2024 | Myo Thanda Kyaw | | 5:00:00 PM | 7:00:00 PM | 2 | 2,400 | |
| 3 | 28.1.2024 | Aung Than Kyaw | | 5:00:00 PM | 7:00:00 PM | 2 | 2,400 | |
| | | | | | | Total Hours | 6 | |
| | | | | | | Total Amount | 7,200 | |

Prepared By

 Name: May Phyto Thu

Knownledged By

 Name: Aung Ko Ko Oo

Approved By
 (GM/AGM/COO)

 Name: Phyto Thu

Check By HR

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