

Date : 3.7.24
 BU/BR/Division : JSBU (mexpense)
 Department : Administration
 Issue Amount : 216,000 Kyats/.....USD

Budget include (or) Not :

Yes Budgeted Title and Amount :
 No Reasons for :

Required For:

Security OT changes

မှတ်ချက်။
 (၁) အဆင့်ဆင့်သက်ဆိုင်ရာတာဝန်ရှိသူကြီးမင်းများအားလုံး သေချာစွာစစ်ဆေးစစ်ဆေးတွက်ချက်ပြီးထားသော 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 အပြည် အပ ပြန်လည်ရရှိအောင် တာဝန်ယူ ဆောင်ရွက်ပေးရမည်
 (If there is errors, frauds or misappropriation, the authorized person must take full responsibility to recover the loss)

Request By	Checked By	Checked By	Approved By	Approved By
Requester	Mgr/DH	Finance & Account	GM/AGM/COO	CMC/CEO/Chairwoman
Min Thet Kyau Zin	Thee Nu woi	Zin No Hlue	chit Sanle	

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04-CFD-CAS-FRM-005-03

OVERTIME REQUEST FORM

BU/BR/Div Name : ISBU
 Department : Administration
 Reason for Overtime : 3:30pm to 5:30pm of OT

No	Date	Name	Rank	Time		Hours	Amount	Remark	
				From	To				
1	30.5.24	Dr. Obed Obed		17:00	07:00	N	8000	3:30pm to 5:30pm OT	
2	4.6.24	"		17:00	07:00	N	8000	"	
3	8.6.24	"		17:00	07:00	N	8000	"	
4	11.6.24	"		07:00	17:00	D	8000	3:30pm to 5:30pm OT	
5	18.6.24	"		07:00	17:00	D	8000	"	
							Total Hours	40000.00	
							Total Amount		

Prepared By: *[Signature]*
 Name: Dr. Obed Obed

Knownledged By: *[Signature]*
 Name: Zayan Hbeon

Approved By: *[Signature]*
 (GM/AGM/COO)
 Name: Chit San ko

Check By HR: *[Signature]*
 Name: Thee Nlu Wai

05-CHL-HRM-FRM-020-04

OVERTIME REQUEST FORM

BU/BR/Div Name : ISBU
 Department : Administration
 Reason for Overtime : 3:30pm to 5:30pm OT, 3:30pm to 5:30pm OT, mm: 3:30 OT

No	Date	Name	Rank	Time		Hours	Amount	Remark	
				From	To				
1	31.5.24	Dr. Obed Obed		17:00	07:00	N	8000	3:30pm to 5:30pm OT	
2	6.6.24	"		07:00	17:00	D	8000	"	
3	10.6.24	"		07:00	17:00	D	8000	"	
4	10.6.24	"		17:00	07:00	N	8000	3:30pm to 5:30pm OT	
5	11.6.24	"		17:00	07:00	N	8000	3:30pm to 5:30pm OT	
6	18.6.24	"		07:00	07:00	D/N	16000	mm: 3:30 OT	
							Total Hours	56000.00	
							Total Amount		

Prepared By: *[Signature]*
 Name: Dr. Obed Obed

Knownledged By: *[Signature]*
 Name: Zayan Hbeon

Approved By: *[Signature]*
 (GM/AGM/COO)
 Name: Chit San ko

Check By HR: *[Signature]*
 Name: Thee Nlu Wai

05-CHL-HRM-FRM-020-04

OVERTIME REQUEST FORM

BU/BR/Div Name : ISBU
 Department : Administration
 Reason for Overtime : 30th day OT, 3rd day of OT

No	Date	Name	Rank	Time		Hours	Amount	Remark	
				From	To				
1	2-6-24	உலகநிர்வாகியர்		17:00	07:00	N	8000	30th day OT	
2	3-6-24	"		17:00	07:00	N	8000	3rd day of OT	
3	5-6-24	"		07:00	17:00	D	8000	30th day OT	
4	7-6-24	"		17:00	07:00	N	8000	3rd day of OT	
5	9-6-24	"		07:00	17:00	D	8000	30th day OT	
6	13-6-24	"		07:00	17:00	D	8000	30th day OT	
Total Hours								48000 Ks	
Total Amount									

Prepared By: *[Signature]* Name: *[Name]*
 Knowledge By: *[Signature]* Name: Zayar Ubeon
 Approved By: *[Signature]* Name: Chit San to
 Check By HR: *[Signature]* Name: Thae Nukalai

05-CHL-HRM-FRM-020-04

OVERTIME REQUEST FORM

BU/BR/Div Name : ISBU
 Department : Administration
 Reason for Overtime : 1st day of OT, 3rd day of OT, 1st day of OT

No	Date	Name	Rank	Time		Hours	Amount	Remark	
				From	To				
1	18-6-24	உலகநிர்வாகியர்		17:00	07:00	N	8000	1st day of OT	
2	1-6-24	ஆசிரியர்		17:00	07:00	N	8000	3rd day of OT	
3	2-6-24	"		07:00	17:00	D	8000	"	
4	23-6-24	பிரிண்டிங்		07:00	17:00	D	8000	1st day of OT	
5	23-6-24	உலகநிர்வாகியர்		07:00	17:00	D	8000	"	
Total Hours								40000 Ks	
Total Amount									

Prepared By: *[Signature]* Name: *[Name]*
 Knowledge By: *[Signature]* Name: Zayar Ubeon
 Approved By: *[Signature]* Name: Chit San to
 Check By HR: *[Signature]* Name: Thae Nukalai

05-CHL-HRM-FRM-020-04

OVERTIME REQUEST FORM

BR/Div Name : ISBU
 Department : Administration
 Reason for Overtime : လုပ်ရန် OT အတွက် OT

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	23-6-24	ဒေါ်တင်စော		07:00	17:00	D	8000	အလုပ် OT
2	24-6-24	စောမိုး		07:00	17:00	D	8000	"
3	27-6-24	စောမိုး		07:00	17:00	D	8000	အလုပ် OT
4	27-6-24	ဒေါ်မိုး		17:00	07:00	N	8000	" OT
						Total Hours		
						Total Amount		32000 Ks ✓

Prepared By
 Name: ဒေါ်မိုး

Knownledged By
 Name: Zayan Ubsun

Approved By
 (GM/AGM/COO)
 Name: Chit San Ho

Check By HR
 Name: Thee Aun Kwei