

Date : 27-11-2024
 BU/BR/Division : CE-5
 Department : Administration
 Issue Amount : 352,000 Kyats/.....USD

Budget include (or) Not :

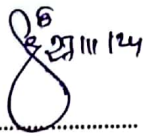

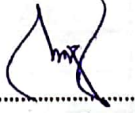
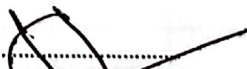
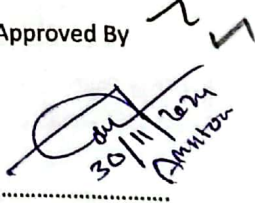
Yes Budgeted Title and Amount : Security of, 352,000
 No Reasons for :

Required For:

Security of (Replacement, Full Moon day of Ta Zaung Mon, Deepawali Day).

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	Checked By	Checked By	Approved By	Approved By
				
Requester	Mgr/DH	Finance & Account	GM/AGM/COO	CMC/CEO/Chairwoman
<u>စံ စံ ဂေါ်ဂွံ</u>	<u>The Thain</u>	<u>Ten Zee Hwang</u>		



OVERTIME REQUEST FORM

BU/BR/DIV Name : CF5BU
 Department Name : Security
 Reason for Overtime : အလုပ်များ

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	1.11.2024	Min Min Htay		17:00	07:00	14:00	80000/	အလုပ်များ OT
2.	2.11.2024	~		07:00	07:00	10:00	80000/	~
3.	5.11.2024	~		07:00	17:00	~	80000/	~
4.	5.11.2024	~		17:00	07:00	14:00	80000/	~
5.	6.11.2024	~		17:00	07:00	~	80000/	~
6.	7.11.2024	~		17:00	07:00	~	80000/	~
7.	11.11.2024	~		07:00	17:00	10:00	80000/	~
8.	11.11.2024	~		17:00	07:00	14:00	80000/	~
Total Hours							640000/	~
Total Amount								

Requested by
 Sign :
 Name : Win Naing Tun
 (Requestor)

Approved by

 (DH)
U Aung Ko

Approved by

 (GM/AGM/COO)

Checked by

 (HR) Uoe Thazin

05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : CF5BU
 Department Name : Security
 Reason for Overtime :

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	12.11.2024	Min Min Htay		17:00	07:00	14:00	80000/	အလုပ်များ OT
2.	13.11.2024	~		17:00	07:00	~	80000/	~
3.	14.11.2024	~		07:00	17:00	10:00	80000/	~
4.	15.11.2024	~		17:00	07:00	14:00	80000/	အလုပ်များ
5.	1.11.2024	~		07:00	17:00	10:00	80000/	အလုပ်များ
Total Hours							400000/	~
Total Amount								

Requested by
 Sign :
 Name : Win Naing Tun
 (Requestor)

Approved by

 (DH)
U Aung Ko

Approved by

 (GM/AGM/COO)

Checked by

 (HR)

05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : CE5BU
 Department Name : Security
 Reason for Overtime : ၅၀၀၀၀၀၀ ၀၇

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	1.11.2024	Win Naing Tun		07:00	17:00	10:00	80000	၅၀၀၀၀၀ ၀၇
2	2.11.2024	~		07:00	17:00	~	80000	~
3	4.11.2024	~		07:00	17:00	~	80000	~
4	4.11.2024	~		17:00	07:00	14:00	80000	~
5	5.11.2024	~		17:00	07:00	~	80000	~
6	6.11.2024	~		17:00	07:00	~	80000	~
7	7.11.2024	~		07:00	17:00	10:00	80000	~
8	8.11.2024	~		07:00	17:00	~	80000	~
Total Hours							640000	✓
Total Amount								

Requested by
 Sign :
 Name : Win Naing Tun
 (Requestor)

Approved by

 (DH)
U Aung Ko

Approved by

 (GM/AGM/COO)

Checked by

 (HR)
 Moe Thinn
 05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : CE5BU
 Department Name : Security
 Reason for Overtime :

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	9.11.2024	Win Naing Tun		07:00	17:00	10:00	80000	၅၀၀၀၀၀ ၀၇
2	10.11.2024	~		07:00	07:00	24:00	160000	~
3	11.11.2024	~		17:00	07:00	14:00	80000	~
4	12.11.2024	~		17:00	07:00	~	80000	~
5	13.11.2024	~		07:00	17:00	10:00	80000	~
6	15.11.2024	~		07:00	17:00	~	80000	~
7	1.11.2024	~		17:00	07:00	14:00	80000	၆၅၀၀၀၀ ၆၅
8	15.11.2024	~		17:00	07:00	~	80000	၅၀၀၀၀၀ ၆၅
Total Hours							720000	✓✓
Total Amount								

Requested by
 Sign :
 Name : Win Naing Tun
 (Requestor)

Approved by

 (DH)
U Aung Ko

Approved by

 (GM/AGM/COO)

Checked by

 (HR)
 Moe Thinn
 05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : C E S BU
 Department Name : security
 Reason for Overtime :

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	2.11.2024	Aung Kyaw Myit		07:00	17:00	10:00	80000	အလုပ်အကိုင်
2.	3.11.2024	~		17:00	07:00	14:00	80000	~
3.	4.11.2024	~		17:00	07:00	~	80000	~
4.	8.11.2024	~		07:00	17:00	10:00	80000	~
5.	8.11.2024	~		17:00	07:00	14:00	80000	~
6.	9.11.2024	~		17:00	07:00	~	80000	~
7.	10.11.2024	~		17:00	07:00	~	80000	~
8.	12.11.2024	~		07:00	17:00	10:00	80000	~
Total Hours							640000	✓
Total Amount								

Requested by
 Sign :
 Name : Win Naing Tun
 (Requestor)

Approved by

 (DH)
 U Aung Ko² O

Approved by

 (GM/AGM/COO)

Checked by

 (HR) Ma Hsueh
 05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : C E S BU
 Department Name : security
 Reason for Overtime :

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	14.11.2024	Aung Kyaw Myit		07:00	17:00	10:00	80000	အလုပ်အကိုင်
2.	14.11.2024	~		17:00	07:00	14:00	80000	~
3.	15.11.2024	~		07:00	17:00	10:00	80000	~
4.	15.11.2024	~		17:00	07:00	14:00	80000	အလုပ်အကိုင်
5.	1.11.2024	~		07:00	17:00	10:00	80000	အလုပ်အကိုင်
6.	2.11.2024	~		17:00	07:00	14:00	80000	အလုပ်အကိုင်
Total Hours							480000	✓
Total Amount								

Requested by
 Sign :
 Name : Win Naing Tun
 (Requestor)

Approved by

 (DH)
 U Aung Ko² O

Approved by

 (GM/AGM/COO)

Checked by

 (HR) Ma Hsueh
 05-CHL-HRM-FRM-020-05