



# CASH CLAIM FORM

Date : 01.August.2024

BU/BR/Division : Renewable Energy

Department : Service

Issue Amount : 72,400/- Kyats/.....USD

Budget include (or) Not :

Yes  Budgeted Title and Amount : OT Charges.

No  Reasons for :

**Required For:**

Cash claim for Over time charges for July 2024.

မှတ်ချက်။

(၁) အဆင့်ဆင့်သက်ဆိုင်ရာတာဝန်ရှိလူကြီးမင်းများအားလုံး သေချာစွာစုံစမ်း၊စစ်ဆေး၊တွက်ချက်ပြီးထားသော ငွေပမာဏဖြစ်ရပါမည်။

(The amount requested must be properly calculated, checked and verified by respective authorized person)

(၂) ထုတ်ယူငွေနှင့် ဖတ်သက်၍ အမှားအယွင်း၊ လိမ်လည်မှု နှင့် အလွဲသုံးစားမှု တစ်စုံတစ်ရာ ရှိခဲ့ပါက၊ သက်ဆိုင်ရာ၊ တာဝန်ရှိစစ်ဆေးအတည်ပြုသူက အပြစ် အာ ပြန်လည်ရရှိအောင် တာဝန်ယူ ဆောင်ရွက်ပေးရမည်

(If there is errors, frauds or misappropriation, the authorized person must take full responsibility to recover the loss)

Request By

Phway Yu Mon  
Requester

Checked By

Aung Ko Ko Oo  
Mgr/DH

Checked By

Nway Nway  
Finance & Account

Approved By

Phyo Thu  
GM/AGM/COO

Approved By

CMC/CEO/Chairwoman

Nyein Ei Khawng  
6/8/24

Nyein Ei Khawng  
2/8/24

04-CFD-CAS-FRM-005-03



# OVERTIME REQUEST FORM

BU/BR/Div Name : Renewable Energy  
 Department : Service  
 Reason for Overtime : 12kW on/off hybrid inverter 2pcs upgrade တင်နေပါသဖြင့် OT ဆင်းပါသည်။

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	4.7.2024	Chit Ko Ko Min		5:00PM	7:00PM	2	2400	✓
2	4.7.2024	Thet Khine Htwe		5:00PM	7:00PM	2	2400	✓
						<b>Total Hours</b>	4	
						<b>Total Amount</b>		4,800

Prepared By  
  
 Name: Phway Yu Mon

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 : Renewable Energy  
 Department : Service  
 Reason for Overtime : Customer Ma Mya Mya Thin site တွင် battery အသစ်လဲပေးရာတွင်မပြီးသေးပါသဖြင့် OT ဆင်းပါသည်။

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	10.7.2024	Chit Ko Ko Min		5:00PM	8:00PM	3	3600	✓
2	10.7.2024	Zwel Pyae Sone Aung		5:00PM	8:00PM	3	3600	✓
3	10.7.2024	Aung Phyo Thu		5:00PM	8:00PM	3	3600	✓
4	10.7.2024	Wai Phyo		5:00PM	8:00PM	3	3600	✓
						<b>Total Hours</b>	12	
						<b>Total Amount</b>		14,400

Prepared By  
  
 Name: Phway Yu Mon

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 : Renewable Energy  
Department : Service

Reason for Overtime : Battery & Inverter များ Unloading လုပ်တာနောက်ကျပါသဖြင့် OT ဆင်းပါသည်။

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	17.7.2024	Shoon Lae Oo		5:00PM	9:30PM	4	4800	✓
2	17.7.2024	Win Htut Aung		5:00PM	9:30PM	4	4800	✓
3	17.7.2024	Nay Win Myint		5:00PM	9:30PM	4	4800	✓
4	17.7.2024	Nyein Ko Ko Win		5:00PM	9:30PM	4	4000	✓
<b>Total Hours</b>						16	18,400	✓
<b>Total Amount</b>								

Prepared By  
  
Name: Phway Yu Mon

Knowledgeled 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 : Renewable Energy  
Department : Service

Reason for Overtime : Customer U Khin Maung Oo site တွင် installation လုပ်တာ နောက်ကျပါသဖြင့် OT ဆင်းပါသည်။

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	21.7.2024	Chit Ko Ko Min		8:30AM	7:30PM	10	12000	✓
2	21.7.2024	Win Kyaw		8:30AM	7:30PM	10	12000	✓
<b>Total Hours</b>						20	24,000	✓
<b>Total Amount</b>								

Prepared By  
  
Name: Phway Yu Mon

Knowledgeled 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



Date	Name	Time		Hours	Amount	Total Hrs	Total Amt	Reasons
		From	To					
4.7.2024	Chit Ko Ko Min	5:00PM	7:00PM	2	2400	4	4800	12kW on/off hybrid inverter 2pcs upgrade တင်နေပါသဖြင့် OT ဆင်းပါသည်။
4.7.2024	Thet Khine Htwe	5:00PM	7:00PM	2	2400			
10.7.2024	Chit Ko Ko Min	5:00PM	8:00PM	3	3600	12	14400	Customer Ma Mya Mya Thin site တွင် battery အသစ်လဲပေးရာတွင်မပြီးသေးပါသဖြင့် OT ဆင်းပါသည်။
10.7.2024	Zwel Pyae Sone Aung	5:00PM	8:00PM	3	3600			
10.7.2024	Aung Phyo Thu	5:00PM	8:00PM	3	3600			
10.7.2024	Wai Phyo	5:00PM	8:00PM	3	3600			
17.7.2024	Shoon Lae Oo	5:00PM	9:30PM	4	4800	12	14400	Battery & Inverter များ Unloading လုပ်တာနောက်ကျပါသဖြင့် OT ဆင်းပါသည်။
17.7.2024	Win Htut Aung	5:00PM	9:30PM	4	4800			
17.7.2024	Nay Win Myint	5:00PM	9:30PM	4	4800			
17.7.2024	Nyein Ko Ko Win	5:00PM	9:30PM	4	4000	4	4000	
21.7.2024	Chit Ko Ko Min	8:30AM	7:30PM	10	12000	20	24000	Customer U Khin Maung Oo site တွင် installation လုပ်တာနောက်ကျပါသဖြင့် OT ဆင်းပါသည်။
21.7.2024	Win Kyaw	8:30AM	7:30PM	10	12000			
23.7.2024	Nay Win Myint	5:00PM	8:00PM	3	3600	9	10800	Customer U Myint Aung site တွင် installation လုပ်တာ နောက်ကျပါသဖြင့် OT ဆင်းပါသည်။
23.7.2024	Zwel Pyae Sone Aung	5:00PM	8:00PM	3	3600			
23.7.2024	Khine Win	5:00PM	8:00PM	3	3600			
Total						61	72400	