UMG

OVERTIME REQUEST FORM

BU/BR/DIV Name : Mandalay Resources

Department Name : Service

Reason for Overtime : Washing, Mounting and Cleaning the Upper Structure OF Machine

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	23.2.25	Chit Min Oo	Staff	8:00AM	6:00PM	9:00	10,800	Washing, Mounting and Cleaning the Upper Structure OF Machine For ME 220 x 1U # SH02089.
					Total Hours	9:00	10,800	
					Total Amount			

	Requested by	Approved by	Approved by	Checked by
Sign :				
Name :	Thandar Soe	Sai Nay Ko	Aung Thu Win	Moe Thazin
	(Requestor)	(DH)	(GM/AGM/COO)	(HR)

05-CHL-HRM-FRM-020-05