



OVERTIME REQUEST FORM

BU/BR/DIV Name : PG
 Department Name : Service
 Reason for Overtime : Machine repair

| No | Date | Name | Position Level | Time | | Hours | Amount | Remark | |
|--------------|---------|------------------|----------------|----------|---------|-------|--------|---|--|
| | | | | From | To | | | | |
| 1 | 23.3.25 | Aye Min Thu | - | 10:00 AM | 2:30 PM | 4 | 4800 | Vodia Inspection | |
| 2 | 23.3.25 | Aye Chan Ko Ko | - | 10:00 AM | 2:30 PM | 4 | 4800 | | |
| 3 | 27.3.25 | Aye Min Soe | - | 8:10 AM | 3:00 PM | 6.5 | 7800 | Load Test Run | |
| 4 | 27.3.25 | Aye Min Thu | - | 8:10 AM | 3:00 PM | 6.5 | 7800 | | |
| 5 | 27.3.25 | Aung Aung Oo | - | 8:10 AM | 3:00 PM | 6.5 | 7800 | | |
| 6 | 29.3.25 | Chit Oo | - | 5:00 PM | 8:00 PM | 3 | 3600 | Coolant Level Sensor Inspection (VP-770) | |
| 7 | 29.3.25 | Moe Kyaw Naing | - | 5:00 PM | 8:00 PM | 3 | 3600 | | |
| 8 | 29.3.25 | Thae Oo | - | 5:00 PM | 8:00 PM | 3 | 3600 | | |
| 9 | 31.3.25 | Aye Min Thu | - | 5:00 PM | 6:30 PM | 1.5 | 1800 | Charging Alternator Installation (VP-350) | |
| 10 | 31.3.25 | Phyo Nyein Khant | - | 5:00 PM | 6:30 PM | 1.5 | 1500 | | |
| 11 | 1.4.25 | Aye Min Soe | - | 5:00 PM | 7:30 PM | 2.5 | 3000 | Canopy Assembly (MC-35B) MW-375P (PDI) | |
| Total Hours | | | | | | 42 | 50100 | | |
| Total Amount | | | | | | | | | |

Prepared By: Name: Chit Pon Su
 Knowledge By: Name: Tint Naing
 Approved By: Name: Soe Htet Tin
 Check By HR: Name: Phyo Wai Nyein
 05-CHL-HRM-FRM-020-05



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BU/BR/DIV Name : PG
 Department Name : Service
 Reason for Overtime : Machine repair

| No | Date | Name | Rank | Time | | Hours | Amount | Remark | |
|--------------|--------|--------------|------|---------|---------|-------|--------|--|--|
| | | | | From | To | | | | |
| 1 | 1.4.25 | Aye Min Thu | - | 5:00 PM | 7:30 PM | 2.5 | 3000 | Canopy Assembly (MC-35B) MW-375P (PDI) | |
| 2 | 6.4.25 | Aung Aung Oo | - | 8:30 AM | 2:00 PM | 5 | 6000 | Unloading | |
| 3 | 6.4.25 | Aye Min Soe | - | 8:30 AM | 1:30 PM | 4.5 | 5400 | | |
| 4 | 6.4.25 | Aye Min Thu | - | 8:00 AM | 2:00 PM | 5.5 | 6600 | | |
| Total Hours | | | | | | 17.5 | 21000 | | |
| Total Amount | | | | | | | | | |

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