UMG

TRAVEL ADVANCE CLEAR FORM

Cash Advance			
Employee Name	Aung Than Kyaw	Estimated Date of Travel	21.9.24 to 20.10.24
Position Rank	SJ DP	Total Day	1 month
BU/BR/DIV, Dept	RE Service	Destination	
Purpose	1MW (U San Maung) site maintenance & other installation and inspection in Myeik.		

Travelling Permit				
Arrival Place	Myeik			
Actual Date & Time of Travel	20.9.24 to 20.10.24			
Total Day	1 month			
HR Name	—			
HR Sign				
BOH/Authorized Person Name	Mon Mon Oo.			
BOH/Authorized Person				

Advance Clear			
Actual Date & Time of Travel	21.9.24 to 20.10.24	Total Day	1 month
Departure Date & Time	20.9.24	Arrivial Date & Time	

Date	Description	Total Amount Kyats	USD
20.9.24 to 20.10.24	TA Charges (1 x 240000) For one month one person Aung Than Kyaw	240000/-	
	Total Expense (Kyats/USD)	240000/-	
	Cash Advance (Kyats/USD)	240000/-	
	Balance Refund/Additional (Kyats/USD)	-	

Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	E Thwe Phyo	Admin	30.10.24	Thwe
Approved By Dept Head	Aung Ro Ro Oo	ADH	30.10.24	[signature]
Approved By GM/AGM/COO	Phyo Thu	AGM	30.10.24	[signature]
Acknowledged by related Superior for Job Report	Aung Hein Win	GM	4.11.24	[signature]
HR Check & Approved	Nyein EE Khaing	HR.	30.10.24	[signature]
Cash Received				

Remark

04-CTD-CAS-FRM-006-02

CamScanner

UMG

TRAVEL ADVANCE CLEAR FORM

Cash Advance

Employee Name	Aung Than Kyaw	Advance Date & Time	25-9-24 16:25-16:24
Position Rank	SCP	Total Day	1 month
Dr. [illegible] Dept.	RL BU	Remarks	
Purpose			

Travelling Forms

Actual Plan				
Actual Date & Time of Travel				
Total Day				
HR Name				
HR Sign				
BCM Authorized Person Name	Mar Mar Ce			
BCM Authorized Person	[signature]			

Advance Clear

Actual Date & Time of Travel		Total Day	
Remarks Date & Time		Actual Date & Time	

Date	Description	Total Amount	
		Kyaw	USD
	Total Expense (Kyaw/USD)		
	Cash Advance (Kyaw/USD)		
	Balance Refund Additional (Kyaw/USD)		

Any Report Name				
Authorization	Name	Position	Date	Sign
Prepared By				
Approved By Dept. Head				
Approved By CSC SCM FDT				
Acknowledged Received Superior or Fin Reason				
UCI Sand & Approved				
Cash Received				

Remark

CamScanner

UMG

TRAVELLING REPORT

Date : 22.10.21

Report To	Aung Ko Ko Oo	
Employee Name	Aung Than Ryaw	
Position	STDP	
Department	Service	
Business	RE	
Departure & Arrival	Departure Date And Time: 20.9.21	Arrival Date And Time: 20.10.21
Total Days	1 month	
Trip Information	1. From Myeik To	
	2. From To	
	3. From To	
Purpose For Travelling	1MW (U San Maung) site maintenance & other installation & inspection in Myeik.	

Travel Date	Activities	Remark
	Daily report attached by below.	

Reported by	Checked by	Approved by
Sign :	Sign :	Sign :
Name : Aung Than Ryaw	Name : Aung Ko Ko Oo	Name : U Aye Min Htoon
Position : STDP	Position : ADH	Position :
	(DH/AGM/GM)	(COO)

05-CHL-HRM-FRM-064-01

CamScanner

No.	Date	Status	Job Types/Number
1	21.9.24	Attend	Made morning exercise and attended meeting at Myeik branch.Cleaned stock room and checked stock list at Myeik branch.
2	22.9.24	Holiday	Made Morning exercise and attended meeting at Myeik branch.Checked encombi communication and output load at 1Mw site.
3	23.9.24	Attend	Made Morning exercise and attended meeting at Myeik branch.Checked the stock list and cleaned the stock room.
4	24.9.24	Attend	Morning exercises, Morning meeting Myeik brand solar panel 12pcs, washed and cleaned, inverter and battery wiring connections checked, battery breaker1pcs burnt.
5	25.9.24	Attend	Made morning exercise and attended meeting at Myeik branch.Checked solar cable way, piping and connected inverter an d battery at Myeik branch. Measured and cutted earth cable 185m to transfer HO.Delivered earth cable down 185m to Sin Min station.
6	26.9.24	Attend	Went to 1MW site from Myeik branch.Checked panel room and inverter panel.Resolved inverter common alarm and change ID NO for inverter 10 pcs at 1MW site.120 ohm installed for communication error in terminal block at No 10 panel.
7	27.9.24	Attend	Checked panel room and inverter panel.Cleaned the panel room and inverter panel.Cleaned air con 2 pcs and washed air filter at 1MW site panel room.
8	28.9.24	Holiday	At the 1MW site, the earth points under the solar plant were painted.Checked panel room and inverter panel .Checked the power output load and wifi connection at 1MW site.
9	29.9.24	Holiday	Checked panel room and inverter panel.Checked encombi panel ,encombi communication and the power output load at 1MW site.Checked and counted stock list at 1MW site.
10	30.9.24	Attend	Comeback to Myeik branch from 1Mw site.Went to Customer U San Maung 20Kw site.Went to myeik car station to pick up the items sent from Yangon.
11	1.10.24	Attend	Made morning exercise and attended meeting at Myeik branch.Went to customer U Than Htun Oo site.Installed CT coin for Eastron to breaker and AC cable.Produced needed accessories for Customer U San Maung site from Myeik branch.
12	2.10.24	Attend	Made morning exercise at Myeik branch.Went to customer U Than Htun Oo site and test running 20kw ongird solar system.It was ok.Went to T8 for site servy and look at the rooftop dimensions and where to put the inverter.Installed the battery breaker 2pcs at Myeik branch.
13	3.10.24	Attend	Made morning exercise and attended meeting at Myeik branch.Myeik customer U San Maung is doing site structure. We take the product from the car and send it to the site.Look at the Luck Moon site for the inverter & solar panel and measure the width of the building.Measured the solar output voltage and battery voltage at Myeik branch.

- Standby for 1MW
- 1MW (Related jobs).
- Jobs . Customer . U Than Htun Oo.
- U San Maung . 20kW .
- U Toe Ice Factory .
- Lucky Moon .

CamScanner

14	4.10.24	Attend	Made morning exercise and attended meeting at Myeik branch.Bought needed accessories for Customer U San Maung 20kw ongird site.Went to customer U Toe Gold factory and checked inverter and output load.Checked and measured the battery voltage and solar input voltage at Myeik branch.
15	5.10.24	Attend	Made morning exercise and attended meeting at Myeik branch.Went to Customer U Toe Ice factory .Went to 1MW site from Myeik branch.Checked the panel room and inverter panel and checked the adress No of 10pcs inverter at 1MW site.
16	6.10.24	Holiday	Checked the panel room and inverter panel.Checked the power output load at 1MW site.Changed the adress No 10 pcs of inverter panel at 1MW site.
17	7.10.24	Attend	Checked the panel room and inverter panel.Cleaned the panel room and inverter panel and solar cable trunking.Checked the power output load at 1MW site.
18	8.10.24	Attend	Checked the panel room and inverter panel.Checked and counted stock list at 1MW site.Checked the power output load at 1MW site.
19	9.10.24	Attend	Checked the panel room and inverter panel.Checked the encombi communication cable at 1MW site.Checked the power output load at 1MW site.
20	10.10.24	Attend	Checked the panel room and inverter panel.Checked the encombi communication cable at 1MW site.Checked the power output load at 1MW site.Checked the Adree No of 10pcs inverter at 1MW site.
21	11.10.24	Attend	Checked the panel room and inverter panel.Checked the encombi communication cable at 1MW site.Checked the power output load at 1MW site.Checked the Adree No of 10pcs inverter at 1MW site.Garbage and wood piles were cleared at solar plant place.
22	12.10.24	Attend	Checked the panel room and inverter panel.Checked the encombi communication cable at 1MW site.Checked the power output load at 1MW site.Checked the Adree No of 10pcs inverter at 1MW site.Comeback to Myeik branch from 1MW site.
23	13.10.24	Holiday	Checked the stock list at Myeik branch.Went to Lucky Moon site and meet customer to say for structure design.
24	14.10.24	Attend	Made morning exercise, 5s and attended meeting at Myeik branch.Pecked out and delivered Matador lectro 570W solar panel 20pcs to Customer U San Maung site.Went to Lucky Moon site.
25	15.10.24	Attend	Made morning exercise and attended meeting at Myeik branch.Went to Customer U San Maung site.Installed L feet and rail road for solar panel 20pcs at U San Maung site.
26	16.10.24	Holiday	Wen to customer U San Maung site.Installed rail roads and Matador Lectro 570W solar 20pcs at customer U San Maung site.
27	17.10.24	Holiday	Cutted and peacked out solar cable red and black 100m for customer U San Maung site.
28	18.10.24	Holiday	Installed cable trunking,solar cable breaker to inverter,CT 3pcs and AC cable meter to AC breaker.Installed 10mm cable and piping for earthing system at Customer U San Maung site.
29	19.10.24	Holiday	nstalled solar cable, Rs 485 communication cable inverter to meter.Installed earthing system, solar cable and piping at 20KW site.

CamScanner

30	20.10.24	Holiday	Installed MC4 connector 8 pcs and joined MC4 solar for two trings.AC cable joined load breaker and testing load at Customer U San Maung site and covered the trunking.

CamScanner