



OVERTIME REQUEST FORM

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

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	3.10.2024	Aye Min Soe	-	17:00	18:30	1.5	1800	MF-22JS1 (Load Test run)
2	3.10.2024	Aung Phyo Thu	-	17:00	18:30	1.5	1800	
3	10.10.2024	Aye Min Soe	-	17:00	18:00	1	1200	MY-63JS (Inspection & PDI)
4	10.10.2024	Aye Min Thu	-	17:00	18:00	1	1200	
5	10.10.2024	Wai Lin Htet	-	17:00	18:00	1	1200	
6	10.10.2024	Aung Phyo Thu	-	17:00	18:00	1	1200	Unloading machine(2units) & MF-55JS (Arrival Inspection test run)
7	16.10.2024	Aye Min Soe	-	8:30	14:30	5.5	6600	
8	16.10.2024	Pyae Phyo Aung-33	-	8:30	14:30	5.5	6600	
						Total Hours	18	
						Total Amount	21600	

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-020-04



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No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1								
2								
3								
4								
5								
6								
7								
						Total Hours		
						Total Amount		

Prepared By Name: Chit Pon Su
 Knowledge By Name: Tint Naing
 Approved By Name: Soe Htet Tin
 Check By HR Name: Zin Mar Kyaw

05-CHL-HRM-FRM-020-04