



CASH CLAIM FORM

Date : 10.7.24

BU/BR/Division : Reman

Department : Production

Issue Amount : 96000/- Kyats/ USD

Budget include (or) Not :

Yes Budgeted Title and Amount :

No Reasons for :

Required For: PHK OT for (17.12.23)

မှတ်ချက်။

(၁) အဆင့်ဆင့်သက်ဆိုင်ရာတာဝန်ရှိလူကြီးမင်းများအားလုံး သေချာစွာစုံစမ်း၊စစ်ဆေး၊တွက်ချက်ပြီးထားသော ငွေပမာဏဖြစ်ရပါမည်။ (The amount requested must be properly calculated, checked and verified by respective authorized person)

(၂) ထုတ်ယူငွေနှင့် ပတ်သက်၍ အမှားအယွင်း၊ လိမ်လည်မှု နှင့် အလွဲသုံးစားမှု တစ်စုံတစ်ရာ ရှိခဲ့ပါက၊ သက်ဆိုင်ရာ၊ တာဝန်ရှိစစ်ဆေးအတည်ပြုသူက အပြည် အဝ ပြန်လည်ရရှိအောင် တာဝန်ယူ ဆောင်ရွက်ပေးရမည်

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

Request By
Shwe Sin
Requester

Checked By
Ko Phyo
Mgr/DH

Checked By
Khin Sue Win
Finance & Account

Approved By
Aung Hein Win
GM/AGM/COO

Approved By
[Signature]
CMC/CEO/Chairwoman



OVERTIME REQUEST FORM

BU/BR/Div Name

Department

Reason for Overtime

: Reman
: Production
: Nay Min Kabax - EC 480 BLC / 16928

No	Date	Name	Rank	Time		Hours	Amount	Remark	
				From	To				
	17/12/23	Pyae phyokkaw	2B	8:00Am	5:00 pm	8hrs	9600		
	17/12/23	Suen Htet Naing	2A	8:00Am	5:00 pm	8hrs	9600		
	17/12/23	Nang Min Thant	1A	8:00Am	5:00 pm	8hrs	9600		
	17/12/23	Si Thu Aung	2A	8:00Am	5:00 pm	8hrs	9600		
	17/12/23	Kyaw Khaingob		8:00Am	5:00pm	8hrs	9600		
						Total Hours	40hrs	48,000	
						Total Amount			

Prepared By

Knowledgeled By

Approved By
(GM/AGM/COO)

Check By HR

Name: Shwe Sin

Name: Ko Physo

Name: Aung Hen Win

Name: Nandar Aye

05-CHL-HRM-FRM-020-04



OVERTIME REQUEST FORM

BU/BR/Div Name

Department

Reason for Overtime

: Reman
: Production
: Nay Min Kabax - EC 460 BLC

No	Date	Name	Rank	Time		Hours	Amount	Remark	
				From	To				
	17/12/23	Hein Min Htet	1A	8:00Am	5:00pm	8hrs	9600		
	17/12/23	Min Min Zaw	3A	8:00Am	5:00 pm	8hrs	9600		
	17/12/23	Tin Lin ko	1A	8:00Am	5:00 pm	8hrs	9600		
	17/12/23	Thusa Aung	2A	8:00Am	5:00pm	8hrs	9600		
	17/12/23	Aung Nangmye	2A	8:00Am	5:00pm	8hrs	9600		
						Total Hours	40hrs	48,000	
						Total Amount			

Prepared By

Knowledgeled By

Approved By
(GM/AGM/COO)

Check By HR

Name: Shwe Sin

Name: Ko Physo

Name: Aung Hen Win

Name: Nandar Aye

05-CHL-HRM-FRM-020-04

Date	Sr No	MC Model	Customer	Job Activity	fr	To	PIC	Assi Mech	Remark
17-Dec-23	16928	D12D	Nay Min Kabar	Change Installation	8:00 AM	5:00 PM	KKO	PPK, SHN, NMT, S TA, PPK, SHN, NMT, S TA,	
17-Dec-23	16938	D12D	Nay Min Kabar	Bkt Cylinder Installation and Boom Cylinder Installation	8:00 AM	5:00 PM	PPK	PPK, SHN, NMT, S TA, HMH, MM, TLK, TRA, ANM	