



OVERTIME REQUEST FORM

BU/BR/DIV Name : MC BU

Department Name : Service

Reason for Overtime : Christmas event (Yangon canteen)

No.	Date	Name	Position Level	Time		Hours	Amount	Remark	
				From	To				
1.	21.12.24	Pyae Phyo Kywe	Mechanic Helper	8:00 AM	8:00 PM	11 hrs	13200	Yangon canteen Christmas event	
2.	22.12.24	Thura Min	n	n	n	11 hrs	13200		
3.	23.12.24	Thura Min	n	5:00 PM	8:00 PM	3 hrs	3600		
				Total Hours		25 hrs	30000		
				Total Amount					

Requested by

Signature :
Name : **Utt Htar San**
(Requestor)

Approved by

Mim Paing Phyo
(DH)

Approved by

Chief San Ho
(GM/AGM/COO)

Checked by

Thoe Nta Ceai
(HR)





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