



Taunggyi Branch

No.85, Union Main Road, Oo Mhin Loop, Taung Lay Lone Vil-lage, Taunggyi Tsp, South Shan State. Taunggyi

Tel :

Fax:

PAYMENT VOUCHER

Voucher No. : TGY-PV-2025-02-0041

Voucher Date : 2025-02-25

Currency : MMK

Cashier :

To :

Applicant Adm. Manager GM

No	Description	Purpose	Subtotal
1	SERVICE OT CHARGES FOR JAN'25 - KS 10,800/-	Admin - Employee Overtime Charges-TGY	10800.00
Total			10,800.00

Total in Words : _____

Note : SERVICE OT CHARGES FOR JAN'25 - KS 10,800/-

Date : _____ Name/NRC No : _____ Signature : _____

24/2/2025

/Division : Paunggyi Branch

tment : Service

Amount : 10,800/- Kyats/ USD

get include (or) Not :

Yes Budgeted Title and Amount :

No Reasons for :

Required For:

Service Over Time Charges For Jan'25

မှတ်ချက်။

(၁) အဆင့်ဆင့်သက်ဆိုင်ရာတာဝန်ရှိသူကြီးမင်းများအားလုံး သေချာစွာစုံစမ်းစစ်ဆေးတွက်ချက်ပြီးထားသော 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

Naing Min Faw

Requester

Checked By

Kha Aun

Mgr/DH

Checked By

EMH

Finance & Account

Approved By

[Signature]

GM/AGM/COO

Approved By

[Signature]

CMC/CEO/Chairwoman

OVERTIME REQUEST FORM

: Taunggyi Branch
 : Service
 : TAYLOR125/01/0033 / CCT / Regular Service

	Name	Position Level	Time		Hours	Amount	Remark
			From	To			
3	Naing Min Zaw	Mechanic	5:00 PM	10:00 PM	4:30	5400	
25	Thein Htet Zaw	Mechanic	5:00 PM	10:00 PM	4:30	5400	
Total Hours					9hr	10,800.00	
Total Amount							

Requested by

Thein Awe
(Requestor)


Approved by


Khin Aun
(DH)

Approved by


Thein Awe
(GM/AGM/COO)

Checked by


(HR)

05-CHL-HRM-FRM-020-05

test run the machine 20 minutes if normal ...
 ... fuel filter, water separator and engine oil it change net
 ... minutes if normal. Job was finish

SERVICE REPORT (GENSET)



251010033	Date	23.1.25	Customer Call Date	23.1.25	Time	9:00
Location	1011		Confirm with Customer			9:30
Phone No.			Go to Job Site Time			9:00
Address			Arrival Job Site Time			10:10
Brand	Model	Serial No.	Job Start Time			10:10
MANZ	MC-13813	18100616	Job Finish Time			1:00
TH2	6BTAN54-G2	18141012	Go Back From Site			9:00
			Arrival Office Time			10:00
			Job Delay Date & Time			
			Reason of Job Delay			

Status Warranty Non Warranty

KVA: 125 CPL: SMR: 1643 h 44 minutes

Types Silence Open

Notes: Service Charges is not include repair charges at outside workshop.

All Problem: Regular service

Action
 Our service team go to job site and checked around the machine we test run the machine 20 minutes it normal. we drained old engine oil and drained fuel filter, water separator and engine oil it change new oil filled new engine oil. Test run the machine 20 minutes it normal. Job was finish.

Service Suggestion

No	Part Description	Part No.	Qty	Remark

*Cash On Service Work Done (တပ်ပြင်မှု ကုန်ကျငွေများ ပြန်ဆပ်ရန် ချက်ပေးရန်အတွက်)
 *In case must settle within 7 days (အကြေးပေးရန်အတွက် ၇ ရက်အတွင်း ချက်ပေးရန်အတွက်)

Customer Sign: Service Person Sign:
 Customer Name: Service Person Name: AMZ THZ
 Customer Ph no: Service Person Ph no:

Name/ Sign:	Comment
Service Dept Head	Excessive visit
Name/ Sign:	STD Job Time (HR)
Branch Operation Head	Actual Job Time (HR)
	% to STD Time
	Customer Comment





BR HR & HRM

53 members, 11 online

Pinned Message

Dear HRs များရှင့်... 🌿🍀🌿 လစဉ် Confirmat...

Thanks & Best Regards,
NGU BR

11:42 AM

OT Charges For Jan' 25

No	Branch Name	Total Amount
1	Hlaing Tharyar	172,800
2	Khantee	156,000
3	Kyauk Phyu	48,000
4	Kyoepinkauk	32,000
5	Magway	76,800
6	Mandalay	296,600
7	Meiktilar	32,000
8	Mawlamyaing	136,800
9	Monwya	48,000
10	Nyaung Lay Pin	48,000
11	South Dagon	259,200
12	Patheingyi	32,000
13	Naypyitaw	96,000
14	Shwe Bo	108,000
15	Tarchilata	49,200
✓ 16	Taunggyi	10,800
17	Taungoo	67,200
18	Yangon	121,200
19	Hpa An	48,000
20	Sittwe	96,000
21	Dawei	16,000

Dear Related HRs များရှင့်... 🌿🍀🌿

Jan' 25 အတွက်တင်ထားသည့် Branch
OT များအား Check and Review လုပ်
ပေးပြီးပါပြီရှင့်။

Best Regards
Corp; HRM 🍀

9 3:52 PM

Khin Nyein Chan (MGW ACC)

Nang April Naung (HRM)

Dear Related HRs များရှင့်... 🌿🍀🌿

KA

Message