



# OVERTIME REQUEST FORM

BU/BR/DIV Name : JSBU  
 Department Name : Administration  
 Reason for Overtime : 3083m (07:00-17:00) 2808m (07:00-17:00) 30810E 01

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	1-10-24	3083m	S	07:00	17:00	D	8000	3083m (07:00-17:00)
2	3-10-24	"	S	07:00	17:00	D	8000	"
3	5-10-24	"	S	07:00	17:00	D	8000	"
4	6-10-24	"	S	07:00	17:00	D	8000	30810E
5	16-10-24	"	S	17:00	07:00	N	8000	2808m (07:00-17:00)
6	18-10-24	"	S	07:00	17:00	D	8000	"
7	22-10-24	"	S	07:00	17:00	D	8000	30810E
Total Hours							56000	KS
Total Amount								

Requested by: *Ukyi Moe*  
 Sign: *Ukyi Moe*  
 Name: Ukyi Moe.  
 (Requestor)

Approved by: *Aung Ko*  
 Sign: *Aung Ko*  
 Name: Aung Ko  
 (DH)

Approved by: *Thae Nee*  
 Sign: *Thae Nee*  
 Name: Thae Nee  
 (GM/AGM/COO)

Checked by: *Thae Nee*  
 Sign: *Thae Nee*  
 Name: Thae Nee  
 (HR)

05-CHL-HRM-FRM-020-05



# OVERTIME REQUEST FORM

BU/BR/DIV Name : JSBU  
 Department Name : Administration  
 Reason for Overtime : 3083m (07:00-17:00) 2808m (07:00-17:00) 30810E 01

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	2-10-24	3083m	S	07:00	17:00	D	8000	3083m (07:00-17:00)
2	6-10-24	"	S	07:00	17:00	D	8000	"
3	16-10-24	"	S	17:00	07:00	N	8000	2808m (07:00-17:00)
4	17-10-24	"	S	17:00	07:00	N	8000	"
5	21-10-24	"	S	07:00	17:00	D	8000	30810E
6	29-10-24	"	S	17:00	07:00	N	8000	"
Total Hours							48000	KS
Total Amount								

Requested by: *Ukyi Moe*  
 Sign: *Ukyi Moe*  
 Name: Ukyi Moe.  
 (Requestor)

Approved by: *Aung Ko*  
 Sign: *Aung Ko*  
 Name: Aung Ko  
 (DH)

Approved by: *Thae Nee*  
 Sign: *Thae Nee*  
 Name: Thae Nee  
 (GM/AGM/COO)

Checked by: *Thae Nee*  
 Sign: *Thae Nee*  
 Name: Thae Nee  
 (HR)

05-CHL-HRM-FRM-020-05





# OVERTIME REQUEST FORM

BU BR. DIV Name : ISBU  
 Department Name : Administration  
 Reason for Overtime : စီမံကိန်းရေးဆွဲခြင်း၊ ဝန်ထမ်းများ၏ အလုပ်များ ပြုလုပ်ရန်


No.	Date	Name	Position Level	Time		Hours	Amount	Remarks
				From	To			
1	10-10-24	ဦးကျော်စွာ	S	17:00	07:00	N	8000	အလုပ်အကိုင် O/T
2	16-10-24	u	S	07:00	17:00	D	8000	အလုပ်အကိုင် O/T
3	17-10-24	u	S	07:00	17:00	D	8000	" O/T
4	18-10-24	u	S	17:00	07:00	N	8000	" O/T
X → 5	01-11-24	u	S	07:00	07:00	D+N	16000	အလုပ်အကိုင် O/T

Total Hours : 32008  
 Total Amount : 32008

Requested by  
 Sign :   
 Name : U Kyi Moe.  
 (Requestor)

Approved by  
  
 (DH)  
 Aung Ko

Approved by  
  
 (GM/AGM/COO)

Checked by  
  
 (HR) BAE No 110  
 05-CHL-HRM-FRM-12145