



No (38),Min Gyi Mahar Min Gaung Street,Yangon Patheingyi Highway Road,Shwe Than Lwin Industrial Zone,Hlaing Thar Yar Township,Yangon
Myanmar.Yangon

Tel : + 95(1) 9690433, +95(9) 4500 43173, +95(9) 250 745 310, +95(9) 25490 3695
Fax:

ADVANCE CLEARING

Voucher No. : BTR-AC2025020010

To : Zin Mar Soe

Voucher Date : 2025-02-05

Advance No : BTR-ADV2025010027

Currency : MMK Rate : 0.00021598

Payment Method	Status
Cash On Hand - MMK-BTR	posted

No.	Description	Track - 1	Track - 2	Amount
1	Adv Clear ,For Jan'25 Zin Mar Soe For Security + Service + Driver OT Charges MMK-1,000,000/-,Actual MMK-926,600/-,Refund-73,400/-,For Admin Dept.BTR-ADV2025010027			926600.00

Advance Total : 1000000.00

Expense Total : 926600.00

Refund / Collect : 73400.00

Note : Adv Clear ,For Jan'25 Zin Mar Soe For Security + Service + Driver OT Charges MMK-1,000,000/-,Actual MMK-926,600/-,Refund-73,400/-,For Admin Dept.BTR-ADV2025010027

Date : 5-2-25

Name/NRC No : အောင်ကျော်စွာ

Signature : Coir



CASH ADVANCE CLEAR FORM

Date : 24.1.2025

BU/BR/Division : TSS BU

Department : Admin

Advance Issue : 1,000,000/ Kyats/.....USD

No	Issue Time	Date	Payment Voucher No	Amount		Descriptions
				USD	Kyats	
1	1 st Time Advance	10.1.2025	ADV 20250100 ²⁷ ✓	-	1,000,000/	Adv pay for Jan'25 for
2	2 nd Time Advance					Service, security, driver
3	3 rd Time Advance					OT charges
Total Advance					1,000,000/	
Total Actual					926,600/ ✓	
Balance Refund/Additional					-73,400/- ✓	

Request By

Checked By

Checked By

Approved By

Approved By

Cein

[Signature]
24/1/25
Mgr/DH

[Signature]
NATWAH

[Signature]
24.1.25

[Signature]
24/1/25

[Signature]
28/01/2025
Admin

[Signature]
31/1/25

Requester

Finance & Account

GM/AGM/COO

CMC

Ukhin Mohi Mohi Lwin

TSS

Ukhin Thei da Pan

Win Theingi nwe

04-CFD-CAS-FRM-002-03

No	Name	Amount
1	Service	301200 ✓
2	Secyrity	352000 ✓
3	Driverခွင့်တလယူထားသောကြောင့် ကိုယ်တမ်းမောင်းပေးခြင်းနဲ့ (6:00AM to 7:00PM)	220000 ✓
4	Driver	53400 ✓
	Total Amount	926600 ✓

Handwritten signature

*2011112025
Zu Ma Su*

BC/BR/DIV Name : TAB

Department Name :

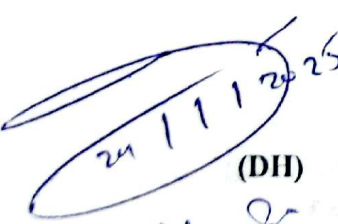
Reason for Overtime : Ferry of

No.	Date	Name	Position Level	Time		Hours	Amount	Remark	
				From	To				
1	23.12.24	Myint Myat Thu	Jeri no	6:00 AM	7:00 PM	1 day	10000 ✓	Ferry	
1	25.12.24	"	Chronic	6:00 AM	7:00 PM	1 day	10000 ✓	Drill	
1	27.12.24	"		6:00 AM	7:00 PM	1 day	10000 ✓	m abang	
1	28.12.24	"		6:00 AM	7:00 PM	1 day	10000 ✓	28.12.24	
1	29.12.24	"		6:00 AM	7:00 PM	1 day	10000 ✓	29.12.24	
1	30.12.24	"		6:00 AM	7:00 PM	1 day	10000 ✓	30.12.24	
1	31.12.24	"		6:00 AM	7:00 PM	1 day	10000 ✓	31.12.24	
1	1.1.25	"		6:00 AM	7:00 PM	1 day	10000 ✓	1.1.25	
1	2.1.25	"		6:00 AM	7:00 PM	1 day	10000 ✓	2.1.25	
1	3.1.25	"		6:00 AM	7:00 PM	1 day	10000 ✓	3.1.25	
1	4.1.25	"		6:00 AM	7:00 PM	1 day	10000 ✓	4.1.25	
1	5.1.25	"		6:00 AM	7:00 PM	1 day	10000 ✓	5.1.25	
						Total Hours	9 day	90000	✓ ✓ ✓
						Total Amount	9 day	90000	✓ ✓ ✓

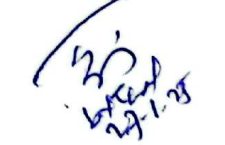
Requested by

Sign: 
Name: Myint Myat Thu (Requestor)

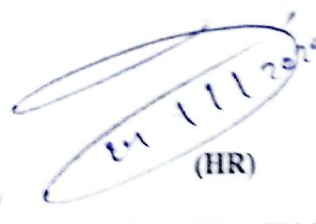
Approved by


(DII)
Zu Ma Su

Approved by


(GM/AGM/COO)
hlin Thuy Nu

Checked by


(HR)
05-CHL-HRM-FRM-020-05
Zu Ma Su



OVERTIME REQUEST FORM

BU/BR/DIV Name : TFB

Department Name :

Reason for Overtime : Ferry OT

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
	9.1.25	Mjint Myat Thu		6:00 AM	7:00 PM	1 day	10,000	
	10.1.25	"		6:00 AM	7:00 PM	1 day	10,000	
	11.1.25	"		6:00 AM	7:00 PM	1 day	10,000	
	13.1.25	"		6:00 AM	7:00 PM	1 day	10,000	
	14.1.25	"		6:00 AM	7:00 PM	1 day	10,000	
	15.1.25	"		6:00 AM	7:00 PM	1 day	10,000	
	16.1.25	"		6:00 AM	7:00 PM	1 day	10,000	
	17.1.25	"		6:00 AM	7:00 PM	1 day	10,000	
	18.1.25	"		6:00 AM	7:00 PM	1 day	10,000	
Total Hours						9 day	90,000	
Total Amount								

Requested by

Approved by

Approved by

Checked by

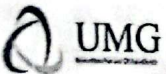
Sign :

Name : Mjint Myat Thu (Requestor)

Signature and stamp of (DH) with date 24/1/2025

Signature and stamp of (GM/AGM/COO) with date 24/1/2025

Signature and stamp of (HR) with date 24/1/2025 and ID 05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : TFB

Department Name :

Reason for Overtime : Ferry OT

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
	20.1.25	Mjint Myat Thu		6:00 AM	7:00 PM	1 day	10,000	
	21.1.25	"		6:00 AM	7:00 PM	1 day	10,000	
	22.1.25	"		6:00 AM	7:00 PM	1 day	10,000	
	23.1.25	"		6:00 AM	7:00 PM	1 day	10,000	
Total Hours						4 day	40,000	
Total Amount								

Requested by

Approved by

Approved by

Checked by

Sign :

Name : Mjint Myat Thu (Requestor)

Signature and stamp of (DH) with date 24/1/2025

Signature and stamp of (GM/AGM/COO) with date 24/1/2025

Signature and stamp of (HR) with date 24/1/2025 and ID 05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : TSB
 Department Name : Administration
 Reason for Overtime : Ferry OT

53,400
 24/11/2025

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
	11-1-25	Kang Htet Zaw	Driver	6:00 am	8:00 am	2 hrs	2400	
	"	"	"	5:00 pm	7:00 pm	2 hrs	2400	
	13-1-25	"	"	6:00 am	8:00 am	2 hrs	2400	
	"	"	"	5:00 pm	7:00 pm	2 hrs	2400	
	14-1-25	"	"	6:00 am	8:00 am	2 hrs	2400	
	"	"	"	5:00 pm	7:00 pm	2 hrs	2400	
	15-1-25	"	"	6:00 am	8:00 am	2 hrs	2400	
	"	"	"	5:00 pm	7:00 pm	2 hrs	2400	
	16-1-25	"	"	6:00 am	8:00 am	2 hrs	2400	
Total Hours						18 hrs	27,600	
Total Amount								

Requested by
 Sign :
 Name : Kang Htet Zaw
 (Requestor)

Approved by

 24-1-25
 (DH)
 Tin Mya Soe

Approved by

 27-1-25
 (GM/AGM/COO)
 Win Theingi Aung

Checked by

 29-1-2025
 (HR)


05-CHL-HRM-FRM-020-05

Department Name : Administration

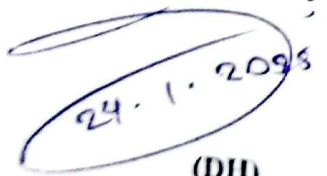
Reason for Overtime :

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
	16-1-25	Kaung Htet Zaw	Driver	5:00 pm	7:00 pm	2hrs	2400	
	17-1-25	"	"	6:00 am	8:00 pm	2hrs	2400	
	"	"	"	5:00 pm	7:00 pm	2hrs	2400	
	18-1-25	Kaung Htet Zaw	"	6:00 am	8:00 am	2hrs	2400	
	"	"	"	5:00 pm	7:30 pm	2 1/2 hrs	3000	
	20-1-25	"	"	6:00 am	8:00 am	2hrs	2400	
	"	"	"	5:00 pm	7:00 pm	2hrs	2400	
	21-1-25	"	"	6:00 am	8:00 am	2hrs	2400	
	"	"	"	5:00 am	7:00 am	2hrs	2400	
Total Hours						18 1/2 hrs	22,800	
Total Amount								

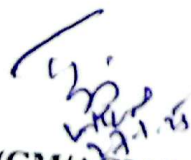
Requested by

Sign : 
Name : Kaung Htet Zaw
(Requestor)


Approved by

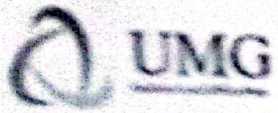

24-1-2025
(DII)
Tin Mar Soe

Approved by


24-1-25
(GM/AGM/COO)
Win Thangim Nwe

Checked by


24-1-2025
(HR)
Tin Mar Soe
05-CHL-HRM-FRM-020-05




OVERTIME REQUEST FORM

BU/BR/DIV Name : TOB

Department Name : Administration

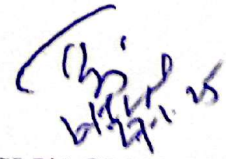
Reason for Overtime :

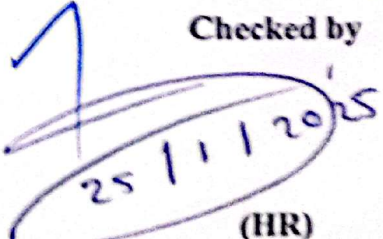
No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
	22-1-25	Kaung Htet Zaw	Driver	6:00 am	8:00 am	2 hrs	2400	
	-	"	"	5:00 pm	7:00 pm	2 hrs	2400	
	23-1-25	"	"	6:00 am	8:00 am	2 hrs	2400	
	"	"	"	5:00 pm	7:00 pm	2 hrs	2400	
Total Hours						8 hrs	9600	
Total Amount								

Requested by

 Name : Kaung Htet Zaw
 (Requestor)

Approved by

 25/1/25
 (DH)
 Zin Mar Soe

Approved by

 (GM/AGM/COO)
 Win Theingi Nwe

Checked by

 25/1/2025
 (HR)


05-CHL-HRM-FRM-020-05


Department Name : Truck and Bus
 Reason for Overtime : Resource
 : For 32/2732, 9E/8865, 7E/6521


30/11/2025

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	25/12/24	Myint Myint Thu	Mechanic	8:30 AM	17:30 PM	8:00	9600	
2.	25/12/24	Htet Win Yan	Ac	8:30 AM	17:30 PM	8:00	9600	
3.	25/12/24	Myint Myint	Ac	8:30 AM	17:30 PM	8:00	9600	
4.	25/12/24	Myint Myint	Ac	8:30 AM	17:30 PM	8:00	9600	
5.	25/12/24	Min Htein Khant	Ac	10:30 AM	17:30 PM	6:00	7200	
						2	2	
Total Hours						38:00	45600	
Total Amount								

Requested by
 Sign : 
 Name : Soe Moe Naing
 (Requestor)

Approved by

 Name : Win Phyo Hkun
 (DIT)

Approved by

 Name : Win Theng Mye
 (GM/AGM/COO)

Checked by

 Name : Soe Moe Naing
 (HR)

24/11/2025

05-CHL-HRM-FRM-

Vehicle and Bus

Department Name : Service

Reason for Overtime : For EQ/6281, 9Q/1645, 9R/7802, 9R/7817, 7H/7521

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	29.12.24	Yan Nang Kta	Mechanic	8:30 AM	12:30 PM	8:00	9600	
2.	29.12.24	Myint Myat The	u	8:30 AM	12:30 PM	8:00	9600	
3.	29.12.24	Hbet Wee Yan	u	8:30 AM	12:30 PM	8:00	9600	
4.	29.12.24	Myo Min Kyau	u	8:30 AM	12:30 PM	8:00	9600	
5.	29.12.24	Nyan Hen Soe	u	8:30 AM	12:30 PM	8:00	9600	
6.	29.12.24	Ke Kant Nong	u	8:30 AM	12:30 PM	8:00	9600	
7.	29.12.24	Thet Paing Htar	u			2	2	
Total Hours						56:00	67200	
Total Amount								

Requested by

Sign :

Name : Soe Mee Nong
(Requestor)

Approved by

Wan Phay Htar
(DH)

Approved by

Wan Theng Nee
(GM/AGM/COO)

Checked by

Zin Mar Soe
(HR)

05-CHL-HRM-FRM-020-05

Department Name : Truck and Bus
 Department Name : Services
 Reason for Overtime : For 9A-2289

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	30/12/20	Myat Myat Tin	Mechanic	8:30 AM	12:30 PM	8:00	9600	
2.	30/12/20	Myat Myat Tin	"	8:30 AM	12:30 PM	8:00	9600	
3.	30/12/20	Myat Myat Tin	"	8:30 AM	12:30 PM	8:00	9600	
4.	30/12/20	Myat Myat Tin	"	8:30 AM	12:30 PM	8:00	9600	
5.	30/12/20	Myat Myat Tin	"	8:30 AM	12:30 PM	8:00	9600	
						22		
Total Hours						40:00	48000	
Total Amount								

Requested by
 Sign:
 Name: Soe Moe Aung
 (Requester)

Approved by

 Name: Win Phyo Htun
 (DI)

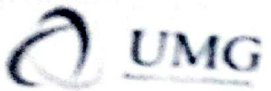
Approved by

 Name: Win Thant Mye
 (GM/AGM/COO)

Checked by

 Name: Myat Mar Soe
 (HR)

OS-CTL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : Truck and Bus
 Department Name : Service
 Reason for Overtime : For 9M-2289

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	4-1-25	Myint Myint The	Mechanic	8:30 AM	17:30 PM	8:00	9600	
2	4-1-25	Htet Win Yan	"	8:30 AM	17:30 PM	8:00	9600	
3	4-1-25	Bun Saung	"	8:30 AM	17:30 PM	8:00	9600	
						22		
						Total Hours		
						Total Amount	24000	28800

Requested by
 Sign:
 Name: See Mee Nang
 (Requestor)

Approved by

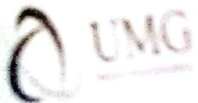
Win Phyo Hfun
 (DU)

Approved by

Win Theng Mye
 (GM/AGM/COO)

Checked by

Zin Mar See
 (HR)



OVERTIME REQUEST FORM

BU/BR/Div Name: Truck and Bus

Department Name: Service

Reason for Overtime: For 7M-6684, 3R-8092, 9R-7837, 2R-6277, 9R-1645

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	19.1.25	Myint Myint Thu	Mechanic	8:30 AM	12:30 PM	8:00	9600	
2.	19.1.25	Myint Myint Soe	u	8:30 AM	12:30 PM	8:00	9600	
3.	19.1.25	Myint Myint Aung	u	8:30 AM	12:30 PM	8:00	9600	
4.	19.1.25	Thant Myint Htoo	u	8:30 AM	12:30 PM	8:00	9600	
Total Hours						32:00	38400	
Total Amount								

Requested by

Sign:
Name: Soe Moe Naing
(Requestor)

Approved by

Name: Phyo Htan
(DI)

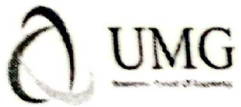
Approved by

Name: Win Theng Naing
(GM/AGM/COO)

Checked by

21/1/2025
Name: Zin Mar Soe
(HR)





OVERTIME REQUEST FORM

BU/BR/DIV Name : Truck and Bus

Department Name : Service

Reason for Overtime : Go to Tharyawaddy to Licence extension for FM-5832 (Reprocessed)

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
10	26/10/25	Zay Myi Nang	Mechanic	7:00 AM	8:00 AM	1:00	1200	FM-5860 (Reprocessed) must be accompanied by stand by supervisor
20	26/10/25	Zay Myi Nang	"	12:30 PM	2:30 PM	2:00	1800	
Total Hours						5:00	6000	
Total Amount								

Requested by

Approved by

Approved by

Checked by

Sign :

Name : Soe Mae Nang
(Requestor)

Was Phyo Htan
(DH)

Ken Theng Aung
(GM/AGM/COO)

Zin Mar Soe
(HR)

05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : FAB/CA
 Department Name : Admin
 Reason for Overtime : ၂၆ နံနံ နေ့ OT

Security

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	24.12.24	S. Aung Mye Win	Security	07:00 AM	17:00 PM	8 hrs	8000	၂၆ နံနံ နေ့
2	25.12.24	"	"	07:00 AM	17:00 PM	8 hrs	8000	၂၆ နံနံ နေ့
3	27.12.24	"	"	17:00 PM	07:00 AM	8 hrs	8000	၂၆ နံနံ နေ့
4	31.12.24	"	"	07:00 AM	17:00 PM	8 hrs	8000	၂၆ နံနံ နေ့
5	1.1.25	"	"	17:00 PM	07:00 AM	8 hrs	8000	၂၆ နံနံ နေ့
6	2.1.25	"	"	07:00 AM	17:00 PM	8 hrs	8000	၂၆ နံနံ နေ့
7	4.1.25	"	"	17:00 PM	07:00 AM	8 hrs	8000	၂၆ နံနံ နေ့
8	5.1.25	"	"	17:00 PM	07:00 AM	8 hrs	8000	၂၆ နံနံ နေ့
9	8.1.25	"	"	17:00 PM	07:00 AM	8 hrs	8000	၂၆ နံနံ နေ့
Total Hours						72 hrs	720000	
Total Amount								

Requested by
 Sign :
 Name :
 (Requestor)

Approved by

 25/1/2025
 (DII)
 Zin Mar Soe

Approved by

 (GM/AGM/COO)
 Win Theingi Nue

Checked by

 25/1/2025
 (HR)
 Zin Mar Soe
 05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : FAB/CA
 Department Name : Admin
 Reason for Overtime : ၂၆ နံနံ နေ့ OT

Security

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
10	11.1.25	S. Aung Mye Win	Security	17:00 PM	07:00 AM	8 hrs	8000	၂၆ နံနံ နေ့
11	14.1.25	"	"	17:00 PM	07:00 AM	8 hrs	8000	၂၆ နံနံ နေ့
12	17.1.25	"	"	17:00 PM	07:00 AM	8 hrs	8000	၂၆ နံနံ နေ့
13	20.1.25	"	"	17:00 PM	07:00 AM	8 hrs	8000	၂၆ နံနံ နေ့
14	23.1.25	"	"	17:00 PM	07:00 AM	8 hrs	8000	၂၆ နံနံ နေ့
Total Hours						40 hrs	400000	
Total Amount								

Requested by
 Sign :
 Name :
 (Requestor)

Approved by

 24/1/2025
 (DII)
 Zin Mar Soe

Approved by

 (GM/AGM/COO)
 Win Theingi Nue

Checked by

 24/1/2025
 (HR)
 Zin Mar Soe
 05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

U/BR/DIV Name : TAB/CA
 Department Name : Admin
 Reason for Overtime : 26:00:00 OT

Security

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	24.12.24	S:04:00	Security	17:00 PM	07:00 AM	8hrs	8000	26:00:00
2	25.12.24	u	u	17:00 PM	07:00 AM	8hrs	8000	26:00:00
3	26.12.24	v	u	17:00 PM	07:00 AM	8hrs	8000	26:00:00
4	29.12.24	v	u	17:00 PM	07:00 AM	8hrs	8000	26:00:00
5	30.12.24	v	u	07:00 AM	17:00 PM	8hrs	8000	26:00:00
6	31.12.24	v	u	17:00 PM	07:00 AM	8hrs	8000	26:00:00
7	1.1.25	v	u	17:00 PM	07:00 AM	8hrs	8000	26:00:00
8	4.1.25	v	u	17:00 PM	07:00 AM	8hrs	8000	26:00:00
9	5.1.25	v	u	17:00 PM	07:00 AM	8hrs	8000	26:00:00
Total Hours						72 hrs	72000	
Total Amount								

Requested by

Approved by

Approved by

Checked by

Sign :
Name :

(Requestor)

(DH)

Zin Mar Soe

(GM/AGM/COO)

Win Theingi me

(HR)

Zin Mar Soe

05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : TAB/CA
 Department Name : Admin
 Reason for Overtime : 26:00:00 OT

Security

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
10	7.1.25	S:04:00	Security	17:00 PM	07:00 AM	8hrs	8000	26:00:00
11	10.1.25	u	u	17:00 PM	07:00 AM	2hrs	2000	26:00:00
12	13.1.25	v	u	17:00 PM	07:00 AM	2hrs	2000	26:00:00
13	16.1.25	v	u	17:00 PM	07:00 AM	2hrs	2000	26:00:00
14	19.1.25	v	u	17:00 PM	07:00 AM	2hrs	2000	26:00:00
15	22.1.25	v	u	17:00 PM	07:00 AM	2hrs	2000	26:00:00
16	30.12.24	u	u	17:00 PM	07:00 AM	8hrs	8000	26:00:00
Total Hours						56 hrs	56000	
Total Amount								

Requested by

Approved by

Approved by

Checked by

Sign :
Name :

(Requestor)

(DH)

Zin Mar Soe

(GM/AGM/COO)

Win Theingi me

(HR)

Zin Mar Soe

05-CHL-HRM-FRM-020-05

OVERTIME REQUEST FORM

BU/BR/DIV Name : T&B / CA
 Department Name : Admin
 Reason for Overtime : ၁၆၅၀-၆၅၅ OT

Security

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	25.12.24	P. Zeynab	Security	07:00 AM	17:00 PM	8 hrs	8000	၁၆၅၀-၆၅၅
2	25.12.24	"	"	17:00 PM	07:00 AM	8 hrs	8000	၁၆၅၀-၆၅၅
3	28.12.24	"	"	17:00 PM	07:00 AM	8 hrs	8000	၁၆၅၀-၆၅၅
4	30.12.24	"	"	17:00 PM	07:00 AM	8 hrs	8000	၁၆၅၀-၆၅၅
5	31.12.24	"	"	17:00 PM	07:00 AM	8 hrs	8000	၁၆၅၀-၆၅၅
6	1.1.25	"	"	17:00 PM	07:00 AM	8 hrs	8000	၁၆၅၀-၆၅၅
7	5.1.25	"	"	07:00 AM	17:00 PM	8 hrs	8000	၁၆၅၀-၆၅၅
8	1.1.25	"	"	17:00 PM	07:00 AM	8 hrs	8000	၁၆၅၀-၆၅၅
9	6.1.25	"	"	07:00 AM	17:00 PM	8 hrs	8000	၁၆၅၀-၆၅၅
						Total Hours	72 hrs	
						Total Amount	72000	

Requested by: *[Signature]*
 Sign: *[Signature]*
 Name: *[Signature]*
 (Requestor)

Approved by: *[Signature]*
 (DII)
 Zin Ma Soe

Approved by: *[Signature]*
 (GM/AGM/COO)
 Win Theingi Aung

Checked by: *[Signature]*
 (HR)
 Zin Ma Soe
 05-CHL-HRM-FRM-020-05

OVERTIME REQUEST FORM

BU/BR/DIV Name : T&B / CA
 Department Name : Admin
 Reason for Overtime : ၁၆၅၀-၆၅၅ OT

Security

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
10	9.1.25	P. Zeynab	Security	17:00 PM	07:00 AM	8 hrs	8000	၁၆၅၀-၆၅၅
11	12.1.25	"	"	17:00 PM	07:00 AM	8 hrs	8000	၁၆၅၀-၆၅၅
12	15.1.25	"	"	17:00 PM	07:00 AM	8 hrs	8000	၁၆၅၀-၆၅၅
13	18.1.25	"	"	17:00 PM	07:00 AM	8 hrs	8000	၁၆၅၀-၆၅၅
14	21.1.25	"	"	17:00 PM	07:00 AM	8 hrs	8000	၁၆၅၀-၆၅၅
						Total Hours	40 hrs	
						Total Amount	40000	

Requested by: *[Signature]*
 Sign: *[Signature]*
 Name: *[Signature]*
 (Requestor)

Approved by: *[Signature]*
 (DII)
 Zin Ma Soe

Approved by: *[Signature]*
 (GM/AGM/COO)
 Win Theingi Aung

Checked by: *[Signature]*
 (HR)
 Zin Ma Soe
 05-CHL-HRM-FRM-020-05