



## OVERTIME REQUEST FORM

BU/BR/Div Name : PG  
Department :Service  
Reason for Overtime :Machine repair

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	8.11.24	Aye Min Thu	-	5:00Pm	6:00Pm	1	1200 ✓	MC-550B (PDI)
2	8.11.24	Wai Lin Htet	-	5:00Pm	6:00Pm	1	1200 ✓	
3	10.11.24	Aung Si Thu	-	7:30Am	8:00Pm	11.5	13800 ✓	MC-220TS (Engine hunting inspection)
4	10.11.24	Aye Min Thu	-	7:30Am	8:00Pm	11.5	13800 ✓	
5	10.11.24	Annt Bhone Maw	-	7:30Am	8:00Pm	11.5	13800 ✓	
6	12.11.24	Aung Si Thu	-	5:00Pm	8:30Pm	3.5	4200 ✓	MC-220TS (Engine hunting inspection)
7	12.11.24	Aye Min Thu	-	5:00Pm	8:30Pm	3.5	4200 ✓	
8								
9								
						Total Hours	43.5	52200 ✓
						Total Amount		

Prepared By

Name: Chit Pon Su

Knownledged By

Name:Tint Naing

Approved By

Name:Soe Htet Tin

Check By HR

Name: Phyo Wai Nyein

05-CHL-HRM-FRM-020-04



### OVERTIME REQUEST FORM

BU/BR/Div Name : PG  
 Department : Service  
 Reason for Overtime : Machine repair

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	15.11.24	Aung Si Thu	-	6:30Am	2:30Pm	7.5	9000	Install ECU & Test run
2	15.11.24	Aye Min Thu	-	6:30Am	2:30Pm	7.5	9000	
3	15.11.24	Aye Min Soe	-	8:00Am	11:30Am	3.5	4200	VP-550(Pre-delivery test run)
4	15.11.24	Moe Kyaw Naing	-	8:00Am	11:30Am	3.5	4200	
5	17.11.24	Annt Bhone Maw	-	10:30Am	1:30Pm	3	3600	Pump dismantling & test run
6	17.11.24	Aung Si Thu	-	10:30Am	1:30Pm	3	3600	
7	18.11.24	Annt Bhone Maw	-	5:00Pm	9:30Pm	4	4800	Engine hunting
8	18.11.24	Aung Si Thu	-	5:00Pm	9:30Pm	4	4800	
9	18.11.24	Chit Oo	-	5:00Pm	9:30Pm	4	4800	
						Total Hours	40	
						Total Amount	48000	

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No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	23.11.24	Aye Min Soe	-	3:00Pm	7:00Pm	4	4800	MC-66AS loading & MF-33JS test run
2	24.11.24	Aye Min Soe	-	12:30Pm	3:30Pm	3	3600	Modern KTV machine test run
3	26.11.24	Aung Si Thu	-	5:00Pm	8:30Pm	3.5	4200	Warranty Customer Easy Market machine repair
4	26.11.24	Annt Bhone Maw	-	5:00Pm	8:30Pm	3.5	4200	
5	26.11.24	Chit Oo	-	5:00Pm	8:30Pm	3.5	4200	
6	28.11.24	Aung Si Thu	-	5:00Pm	10:30Pm	5	6000	MC-220TS Machine inspection & discuss with customer payment
7	28.11.24	Annt Bhone Maw	-	5:00Pm	10:30Pm	5	6000	
8	28.11.24	Chit Oo	-	5:00Pm	10:30Pm	5	6000	
						Total Hours	32.5	
						Total Amount	39000	

Prepared By

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