



OVERTIME REQUEST FORM

BU/BR/DIV Name : Mandalay Resource

Department Name : Service

Reason for Overtime : All cylinder dismounting and disassembly (2349), transportation / coolant changing & clearing (2089)

No.	Date	Name	Position Level	Time		Hours	Amount	Remark	
				From	To				
1.	7.6.25	Thawee Aung	Apprentice Mechanic	10:00AM	6:00PM	7:30	11325	This machines are all cylinder dismounting and disassembly, transportation coolant changing and clearing. ME220x2u # SH02349, 2089	
2.	7.6.25	Yee Myo Min	SH	10:00AM	6:00PM	7:30	11325		
3.	7.6.25	Chit Min Oo	AI	10:00AM	6:00PM	7:30	11325		
						Total Hours	22:30	33,975	
						Total Amount			

Requested by
 Sign :
 Name : Thandar Doe
 (Requestor)

Approved by

 Sai Nankho
 (DH)

Approved by

 Aung Phu Win
 (GM/AGM/COO)

Checked by

 Moe Thazin
 (HR)