



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	16.2.25	Aung Phyto Thu	-	10:00	7:00	8	9600	Wire hardness checking and repair
2	16.2.25	Chit Oo	-	10:30	7:00	8	9600	
3	19.2.25	Aye Min Thu	-	5:00	8:00	3	3600	Canopy installation(MC-220A5)
4	19.2.25	Aye Min Soe	-	5:00	8:00	3	3600	
5	19.2.25	Aung Aung Oo	-	5:00	8:00	3	3600	
Total Hours						25	30000	
Total Amount								

Prepared By Knownledged By Approved By _____ Check By HR _____
 Name: Chit Pon Su Name Tint Nain Name Soe Htet Tin Name: Phyto 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	15.2.25	Thae Oo	-	12:00Pm	6:30Pm	6	7200	Customer-Great Mandaing wire line checking
2	15.2.25	Aye Chan Ko Ko	-	12:00Pm	6:30Pm	6	7200	
Total Hours						12	14400	
Total Amount								

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