



OVERTIME REQUEST FORM

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

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	12.9.2024	Annt Bhone Maw	-	5:00Pm	6:30Pm	1.5	1800	Customer-The Embassy of the Republic of the Philippines(MC-110AS) ATS inspection
2	12.9.2024	Moe Kyaw Naing	-	5:00Pm	6:30Pm	1.5	1800	
3	14.9.2024	Aye Min Soe	-	8:00Am	5:30Pm	8.5	10200	GA Support (PG BU Buliding wiring line installation)
						Total Hours	11.5	
						Total Amount	13800	

Prepared By

Name: Chit Pon Su

Knowledged By

Name:Tint Naing

Approved By

Name:Soe Htet Tin

Check By HR

Name: Phyo Wai Nyein

05-CHL-HRM-FRM-020-04