



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	25.12.24	Moe Kyaw Naing	-	12:30Pm	3:00Pm	2.5	3000	VP-670(PDI)	
2	25.12.24	Aung Bhone Myint	-	12:30Pm	3:00Pm	2.5	3000		
3	27.12.24	Aung Si Thu	-	5:00Pm	6:30Pm	1.5	1800	Customer-Star Bay (Turbo red inspection)	
4	27.12.24	Aye Min Thu	-	5:00Pm	6:30Pm	1.5	1800		
5	27.12.24	Annt Bhone Maw	-	5:00Pm	6:30Pm	1.5	1800		
6	27.12.24	Aung Phyo Thu	-	5:00Pm	6:30Pm	1.5	1800		
7	28.12.24	Chit Oo	-	5:00Pm	7:30Pm	2.5	3000	Customer-Star Bay(Injector mounted and test run)	
8	28.12.24	Aye Min Thu	-	5:00Pm	7:30Pm	2.5	3000		
9	28.12.24	Annt Bhone Maw	-	5:00Pm	7:30Pm	2.5	3000		
						Total Hours	18.5	22200	
						Total Amount			

Prepared By

Knowledge By

Approved By

Check By HR

Name Chit Pon Su

Name:Tint Naing

Name Soe Htet Tin

Name: Phyo Wai Nyein

05-CHL-HRM-FRM-020-04



OVERTIME REQUEST FORM

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No	Date	Name	Rank	Time		Hours	Amount	Remark	
				From	To				
1	28.12.24	Aung Phyo Thu	-	5:00Pm	7:30Pm	2.5	3000	Customer-Star Bay(Injector mounted and test run)	
2	29.12.24	Aye Min Thu	-	10:30Am	5:00Pm	6	7200	Customer-City Win (MC-220AS Inspection)	
3	29.12.24	Chit Oo	-	11:00Am	5:00Pm	5.5	6600		
4	29.12.24	Aung Phyo Thu	-	10:30Am	5:00Pm	6	7200		
5	30.12.24	Aye Min Thu	-	10:30Am	5:30Pm	6.5	7800	Customer-City Win (MC-220AS fuel pump inspection & test run & load test)	
6	30.12.24	Chit Oo	-	10:30Am	4:30Pm	5.5	6600		
7	30.12.24	Aung Phyo Thu	-	10:30Am	5:30Pm	6.5	7800		
8	30.12.24	Annt Bhone Maw	-	10:30Am	5:30Pm	6.5	7800		
						Total Hours	45	54000	
						Total Amount			

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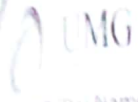
Name: Chit Pon Su

Name:Tint Naing

Name Soe Htet Tin

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	29.12.24	Min Khant Kyaw	-	10:30Am	5:00Pm	6	7200	VP-770 (Synchronizing installation)
2	29.12.24	Aung Si Thu	-	10:30Am	5:00Pm	6	7200	
3	29.12.24	Annt Bhone Maw	-	10:30Am	5:00Pm	6	7200	
4	29.12.24	Aye Chan Ko Ko	-	10:30Am	5:00Pm	6	7200	
5	30.12.24	Min Khant Kyaw	-	10:30Am	5:30Pm	6.5	7800	VP-770 (Synchronizing installation)
6	30.12.24	Aung Si Thu	-	10:30Am	5:30Pm	6.5	7800	
7	30.12.24	Aye Chan Ko Ko	-	10:30Am	5:30Pm	6.5	7800	
8	29.12.24	Aye Min Soe	-	12:00Pm	5:00Pm	4.5	5400	MP-275S, MW-165PS, VP-550 Customer appointment test run
						Total Hours	48	57600
						Total Amount		

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Name: Chit Pon Su

Name: Tint Naing

Name: Soe Htet Tin

Name: Phyto Wai Nyein

05-CHL-HRM-FRM-020-04



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

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	31.12.24	Min Khant Kyaw	-	11:30Am	5:00Pm	5	6000	VP-770 (Synchronizing installation)
2	31.12.24	Aung Si Thu	-	11:30Am	5:00Pm	5	6000	
3	31.12.24	Annt Bhone Maw	-	11:30Am	5:00Pm	5	6000	
4	2.1.2025	Aye Min Soe	-	5:00Pm	8:30Pm	3.5	4200	VP-770(PDI) & Machine arrange
5	2.1.2025	Aye Min Thu	-	5:00Pm	8:30Pm	3.5	4200	
6	2.1.2025	Aung Aung Oo	-	5:00Pm	8:30Pm	3.5	4200	
7	3.1.2025	Aye Min Thu	-	5:00Pm	8:30Pm	3.5	4200	
8	3.1.2025	Annt Bhone Maw	-	5:00Pm	8:30Pm	3.5	4200	City Win customer (MC-220AS) Load test
9	3.1.2025	Aung Si Thu	-	5:00Pm	8:30Pm	3.5	4200	
10	3.1.2025	Aye Chan Ko Ko	-	5:00Pm	8:30Pm	3.5	4200	
						Total Hours	39.5	47400
						Total Amount		

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OVERTIME REQUEST FORM

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No	Date	Name	Rank	Time		Hours	Amount	Remark	
				From	To				
1	4.1.2025	Aye Min Thu	-	9:00Am	4:30Pm	7	8400	Customer-City Win(MC-220A5) Valve adjust & radiator cleaning	
2	4.1.2025	Annt Bhone Maw	-	9:00Am	4:30Pm	7	8400		
3	4.1.2025	Aye Chan Ko Ko	-	10:30Am	4:30Pm	5.5	6600		
4	9.1.2025	Annt Bhone Maw	-	5:00Pm	7:30Pm	2.5	3000	Customer-Myat Thit Oo(Under voltage inspection)	
5	9.1.2025	Aung Si Thu	-	5:00Pm	7:30Pm	2.5	3000		
6	9.1.2025	Chit Oo	-	5:00Pm	7:30Pm	2.5	3000		
7	11.1.2025	Annt Bhone Maw	-	5:00Pm	8:00Pm	3	3600	Customer- U Ohm Htay (Engine overhaul) for installation alternator & wiring	
8	11.1.2025	Moe Kyaw Naing	-	5:00Pm	8:00Pm	3	3600		
9	11.1.2025	Aye Min Thu	-	5:00Pm	8:00Pm	3	3600		
						Total Hours	36	43200	
						Total Amount			

Prepared By



Name Chit Pon Su

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Name Tint Naing

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05-CHL-HRM-FRM-020-04



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BU/BR/Div Name PG
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 Reason for Overtime Machine repair

No	Date	Name	Rank	Time		Hours	Amount	Remark	
				From	To				
1	11.1.2025	Aye Chan Ko Ko	-	5:00Pm	8:00Pm	3	3600	Customer- U Ohm Htay (Engine overhaul) for installation & wiring	
2	12.1.2025	Annt Bhone Maw	-	9:30Am	8:00Pm	9.5	11400	Customer- U Ohm Htay (Engine overhaul) for Engine Accessories Mounting .MC-66AS(A1711262)	
3	12.1.2025	Aung Si Thu	-	9:30Am	8:00Pm	9.5	11400		
4	12.1.2025	Aye Chan Ko Ko	-	10:30Am	8:00Pm	8.5	10200	MP-275 fan belt installation and test run	
5	12.1.2025	Aye Min Thu	-	9:30Am	8:00Pm	9.5	11400		
6	12.1.2025	Aung Phyto Thu	-	10:00Am	8:00Pm	9	10800	MW 22PS(PDI)	
7	11.1.2025	Aye Min Soe	-	5:00Pm	8:30Pm	3.5	4200		
8	11.1.2025	Aung Aung Oo	-	5:00Pm	8:30Pm	3.5	4200		
9	11.1.2025	Aung Phyto Thu	-	5:00Pm	8:30Pm	3.5	4200	MC-375B (PDI)	
10	13.1.2025	Aye Min Soe	-	5:00Pm	8:00Pm	3	3600		
11	13.1.2025	Aye Min thu	-	5:00Pm	7:00Pm	2	2400	VP-450S,MC-350BS(Customer appointment test run)	
12	13.1.2025	Aung Aung Oo	-	5:00Pm	8:00Pm	3	3600		
13	14.1.2025	Aye Min Soe	-	5:00Pm	7:00Pm	2	2400		
14	14.1.2025	Aye Min thu	-	5:00Pm	7:00Pm	2	2400		
						Total Hours	71.5	85800	
						Total Amount			

Prepared By



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Knownleged By



Name Tint Naing

Approved By



Name Soe Htet Tin

Check By HR



Name Phyto Wai Nyein