



BU/BR/Div Name

PG BU

OVERTIME REQUEST FORM

Rental Department

Reason for Overtime : PDI, service alternator mounted help, return inspection

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	21.12.2024	Toe Wai Phyo	1200	7:00AM	5:00PM	9.0	10800	Wartayar 100KVA PDI, Diamond KTV 200KVA service alternator mounted help, Yankin 100 KVA return inspection
				8:30AM	12:30PM	4.0	4800	
				8:30AM	2:00PM	5.0	6000	
2	22.12.2024	Min Khant Kyaw	1200	8:30AM	2:00PM	5.0	6000	Shwepyitha 60 KVA PDI, Hpa-An 250 KVA for job site PDI
				8:30AM	2:00PM	5.0	6000	
				8:30AM	2:00PM	5.0	6000	
3	23.12.2024	Toe Toe	1200	5:00PM	8:00PM	3.0	3600	Myasaneayung 100KVA PDI
				5:00PM	8:00PM	3.0	3600	
				5:00PM	8:00PM	3.0	3600	
4	18.12.2024	Yan Myo Aung	1000	5:00AM	8:00AM	3.0	3000	Oak Twin 100KVA Return Inspection
				5:00PM	8:30PM	3.5	3500	
				Total Hours		46.5	54500	
Total Amount				46.5	54500			

Prepared By

Kyael

Name: Kyal Sin Thway

Knowledgeged By

[Signature]

Name: Aung Ko Oo

Approved By

(GM/AGM/COO)

Name: Soe Htet Tin

Check By HR

[Signature]

Name: Phyo Wai Nyein

05-CHL-HRM-FRM-020-04