





# OVERTIME REQUEST FORM

BU/BR/DIV Name : IS  
 Department Name : Administration  
 Reason for Overtime : အဲဒီအခါ၊ ဇူလိုင်လ ၀၅

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	1-6-25	U Kyi Moe	S	7:00	17:00	DI	8000	အဲဒီအခါ၊ ဇူလိုင်လ ၀၅ OT
2	2-6-25	U Kyi Moe	S	17:00	7:00	1N	8000	OT
3	3-6-25	U Kyi Moe	S	17:00	7:00	1N	8000	OT
4	5-6-25	U Kyi Moe	S	7:00	17:00	DI	8000	OT
5	7-6-25	U Kyi Moe	S	7:00	17:00	DI	8000	အဲဒီအခါ၊ ဇူလိုင်လ ၀၅ OT
6	7-6-25	U Kyi Moe	S	17:00	7:00	1N	8000	အဲဒီအခါ၊ ဇူလိုင်လ ၀၅ OT
7	10-6-25	U Kyi Moe	S	7:00	17:00	DI	8000	OT
8	12-6-25	U Kyi Moe	S	17:00	7:00	1N	8000	OT
9	14-6-25	U Kyi Moe	S	7:00	17:00	DI	8000	OT
Total Hours							72000	
Total Amount							72000	

Requested by: *U Kyi Moe*  
 Sign: *U Kyi Moe*  
 Name: U Kyi Moe (Requestor)

Approved by: *U Kyi Moe*  
 Sign: *U Kyi Moe*  
 Name: (DH)

Approved by: *U Kyi Moe*  
 Sign: *U Kyi Moe*  
 Name: (GM/AGM/COO)

Checked by: *Thae Nu Lwa*  
 Sign: *Thae Nu Lwa*  
 Name: (HR) Thae Nu Lwa

05-CHL-HRM-FRM-020-05



# OVERTIME REQUEST FORM

BU/BR/DIV Name : IS  
 Department Name : Administration  
 Reason for Overtime : အဲဒီအခါ၊ ဇူလိုင်လ ၀၅

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	15-6-25	U Kyi Moe	S	7:00	17:00	DI	8000	အဲဒီအခါ၊ ဇူလိုင်လ ၀၅ OT
2	17-6-25	U Kyi Moe	S	17:00	7:00	1N	8000	OT
3	19-6-25	U Kyi Moe	S	7:00	17:00	DI	8000	OT
4	20-6-25	U Kyi Moe	S	17:00	7:00	1N	8000	OT
5	22-6-25	U Kyi Moe	S	7:00	17:00	DI	8000	OT
6	24-6-25	U Kyi Moe	S	17:00	7:00	1N	8000	OT
7	25-6-25	U Kyi Moe	S	7:00	17:00	DI	8000	OT
8	27-6-25	U Kyi Moe	S	17:00	7:00	1N	8000	OT
Total Hours							64000	
Total Amount							64000	

Requested by: *U Kyi Moe*  
 Sign: *U Kyi Moe*  
 Name: U Kyi Moe (Requestor)

Approved by: *U Kyi Moe*  
 Sign: *U Kyi Moe*  
 Name: (DH)

Approved by: *U Kyi Moe*  
 Sign: *U Kyi Moe*  
 Name: (GM/AGM/COO)

Checked by: *Thae Nu Lwa*  
 Sign: *Thae Nu Lwa*  
 Name: (HR) Thae Nu Lwa

05-CHL-HRM-FRM-020-05



### OVERTIME REQUEST FORM

BU/BR/DIV Name : IS  
 Department Name : Administration  
 Reason for Overtime : 3၁၆၃၁၁ : ၆၃၃၅ OT

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	2-6-25	U Kyi Moe	S	7:00	17:00	DI	8000	3၁၆၃၁၁ : ၆၃၃၅ OT
2	4-6-25	"	S	17:00	7:00	IN	8000	"
3	6-6-25	"	S	7:00	17:00	DI	8000	"
4	7-6-25	"	S	"	"	DI	8000	"
5	8-6-25	"	S	17:00	7:00	IN	8000	"
6	9-6-25	"	S	"	"	IN	8000	"
7	11-6-25	"	S	7:00	17:00	DI	8000	"
8	13-6-25	"	S	17:00	7:00	IN	8000	"
9	14-6-25	"	S	"	"	IN	8000	"
Total Hours							72000	
Total Amount								

Requested by: *U Kyi Moe*  
 Sign: *U Kyi Moe*  
 Name: U Kyi Moe (Requestor)

Approved by: *U Kyi Moe*  
 (DH)

Approved by: *U Kyi Moe*  
 (GM/AGM/COO)

Checked by: *Thae Nu Lwa*  
 (HR)

05-CHL-HRM-FRM-020-05



### OVERTIME REQUEST FORM

BU/BR/DIV Name : IS  
 Department Name : Administration  
 Reason for Overtime : 3၁၆၃၁၁ : ၆၃၃၅ OT

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	16-6-25	U Kyi Moe	S	7:00	17:00	DI	8000	3၁၆၃၁၁ : ၆၃၃၅ OT
2	18-6-25	"	S	17:00	7:00	IN	8000	"
3	19-6-25	"	S	"	"	IN	8000	"
4	23-6-25	"	S	"	"	IN	8000	"
5	24-6-25	"	S	"	"	IN	8000	"
6	26-6-25	"	S	7:00	17:00	DI	8000	"
7	28-6-25	"	S	17:00	7:00	IN	8000	"
8	29-6-25	"	S	"	"	IN	8000	"
Total Hours							64000	
Total Amount								

Requested by: *U Kyi Moe*  
 Sign: *U Kyi Moe*  
 Name: U Kyi Moe (Requestor)

Approved by: *U Kyi Moe*  
 (DH)

Approved by: *U Kyi Moe*  
 (GM/AGM/COO)

Checked by: *Thae Nu Lwa*  
 (HR)

05-CHL-HRM-FRM-020-05



### OVERTIME REQUEST FORM

BU/BR/DIV Name : ၂၄  
 Department Name : Administration  
 Reason for Overtime : အိမ်ထောင်ရေးနှင့် အလုပ်အကိုင် OT

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	1.6.25	U Kyi Moe	S	17:00	7:00	.N	8000	အိမ်ထောင်ရေး OT
2	3.6.25	"	S	7:00	17:00	D.	8000	အလုပ်အကိုင် OT
3	4.6.25	"	S	7:00	17:00	D.	8000	အိမ်ထောင်ရေး OT
4	6.6.25	"	S	17:00	7:00	.N	8000	" OT
5	7.6.25	"	S	"	"	.N	8000	အိမ်ထောင်ရေး OT
6	9.6.25	"	S	7:00	17:00	D.	8000	အိမ်ထောင်ရေး OT
7	11.6.25	"	S	17:00	7:00	.N	8000	" OT
8	13.6.25	"	S	7:00	17:00	D.	8000	အလုပ်အကိုင် OT
9	16.6.25	"	S	17:00	7:00	.N	8000	အိမ်ထောင်ရေး OT
<b>Total Hours</b>							72000	
<b>Total Amount</b>								

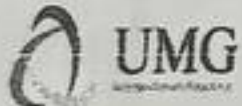
Requested by: *U Kyi Moe*  
 Sign: *U Kyi Moe*  
 Name: U Kyi Moe (Requestor)

Approved by: *U Kyi Moe*  
 Sign: *U Kyi Moe*  
 Name: (DH)

Approved by: *[Signature]*  
 Sign: *[Signature]*  
 Name: (GM/AGM/COO)

Checked by: *[Signature]*  
 Sign: *[Signature]*  
 Name: (HR) Thae Nu Wei

05-CHL-HRM-FRM-020-05



### OVERTIME REQUEST FORM

BU/BR/DIV Name : ၂၄  
 Department Name : Administration  
 Reason for Overtime : အိမ်ထောင်ရေးနှင့် အလုပ်အကိုင် OT

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	17.6.25	U Kyi Moe	S	7:00	17:00	D.	8000	အိမ်ထောင်ရေး OT
2	21.6.25	"	S	17:00	7:00	.N	8000	" OT
3	22.6.25	"	S	7:00	17:00	D.	8000	" OT
4	26.6.25	"	S	17:00	7:00	.N	8000	" OT
5	27.6.25	"	S	7:00	17:00	D.	8000	" OT
<b>Total Hours</b>							40000	
<b>Total Amount</b>								

Requested by: *U Kyi Moe*  
 Sign: *U Kyi Moe*  
 Name: U Kyi Moe (Requestor)

Approved by: *U Kyi Moe*  
 Sign: *U Kyi Moe*  
 Name: (DH)

Approved by: *[Signature]*  
 Sign: *[Signature]*  
 Name: (GM/AGM/COO)

Checked by: *[Signature]*  
 Sign: *[Signature]*  
 Name: (HR) Thae Nu Wei

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